AlaFile™
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AlaFile
User Manual

Revised: 01/28/2014

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INTRODUCTION

AlaFile is a web-based application designed to allow registered users to file and receive service copies of court documents electronically. It creates a more efficient process for filing documents with the state court system.

GETTING STARTED

System Requirements

In order to use AlaFile the user needs a computer that has the ability to connect to the internet. If your computer does not have internet access, please check with your local system administrator. That individual should be able to determine whether or not you are able to run AlaFile from your computer.

AlaFile is designed to run using Microsoft Internet Explorer 8 or 9. It is suggested that you have the latest version of Internet Explorer available for your operating system. AlaFile is **NOT GUARANTEED** to run properly when using other web browsers such as Apple Safari, Google Chrome or Mozilla Firefox.

Initiating AlaFile

To initiate AlaFile, please follow the steps below:

1. Turn on your computer by clicking the power button.

2. Once you computer is on, open an Internet Explorer browser session. To open Internet Explorer:

    a. Locate a shortcut to the program on your desktop.

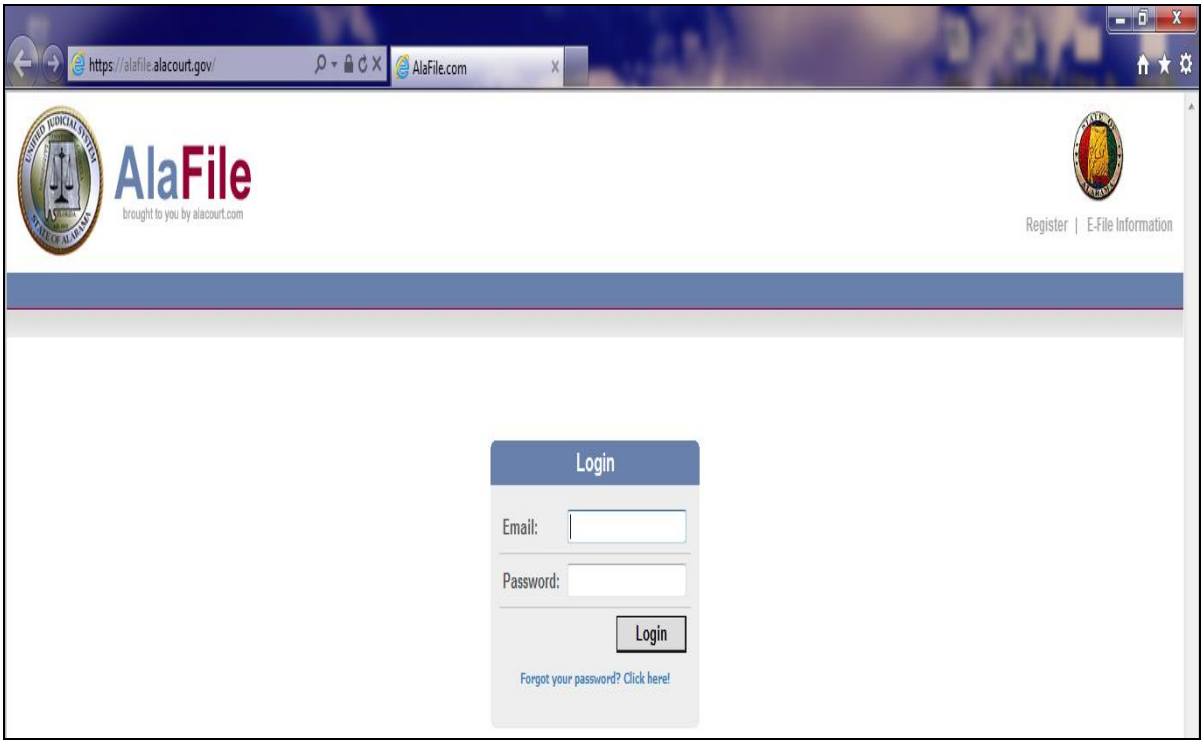
    OR

    b. Go to Start (located at the bottom left of your screen on the taskbar) and
        i. Click **Start**
        ii. Select **All Programs**
        iii. Select **Internet Explorer** from the list.

3. Once the Internet Explorer browser session is opened, direct your browser to the AlaFile website.

Logging into AlaFile

The AlaFile website address is https://alafile.alacourt.gov.



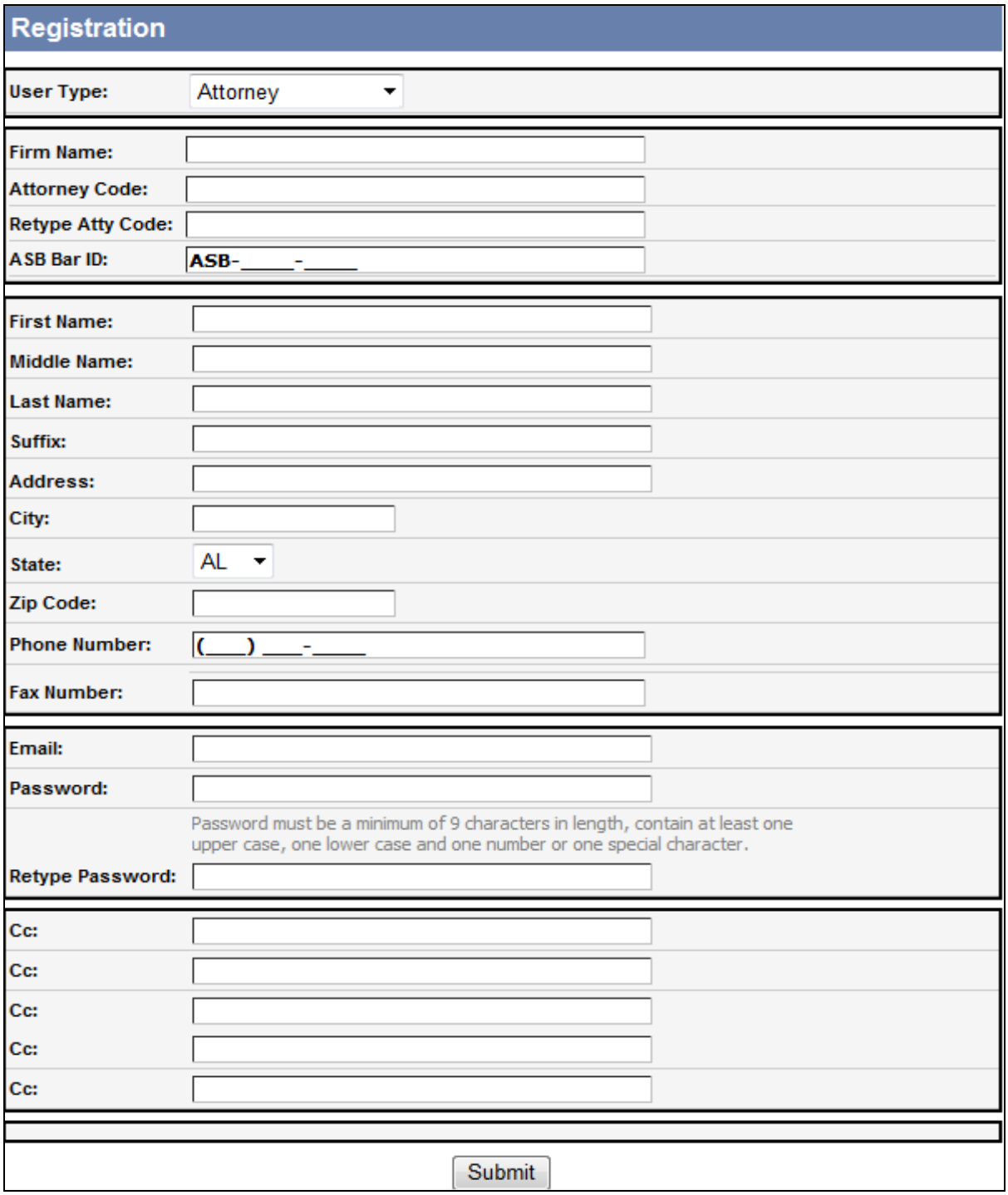
To log into AlaFile the user must first register with the application.

REGISTERING WITH ALAFILE

To register with AlaFile:

1. Click on the grey **Register** link at the top right of the AlaFile welcome page.

2. Completely fill in the AlaFile registration form.

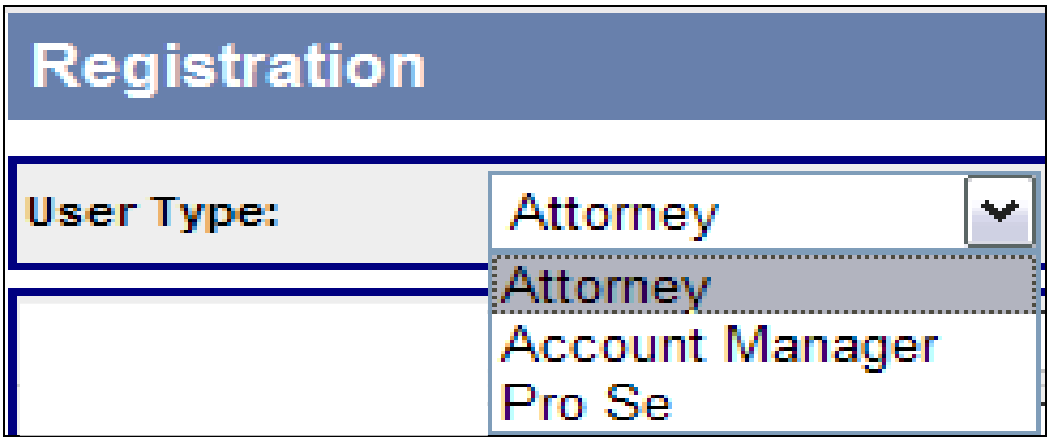


3. Click **Submit.**

4. An email confirmation will be sent to the registered email address. This email confirmation will contain a verification link. You **MUST** click that verification link in order to be able to log into AlaFile.

Special Notes about the AlaFile Registration Process

- Three types of users can register with AlaFile:



1. **Attorneys.** This is the primary group of e-filers within AlaFile.

2. **Account Managers.** This type of user will be able to log into AlaFile and generate payment history reports (firm administrators or bookkeepers).

3. **Pro Se.** Parties that are not represented by an attorney.

- Your **Attorney Code** is issued by the Alabama Administrative Office of Courts. It is a 6 digit code, usually starting with the first three letters of your last name and ending in three numerical digits. If you do not know your attorney code, please call 1.866.954.9411, Option 1, then Option 2 (the State Judicial Information Systems {SJIS} Help Desk) or local 334.954.5000 Option 1, then Option 2.

- Your **ASB Bar ID** is your identification number issued by the Alabama State Bar. It is an 8 digit code and can be found on your Alabama State Bar Membership Card. If you do not know your Alabama Bar ID, please call 1.800.354.6154 or local 334.269.1515.

The designated **Email** and **Password** created at the registration process is what the user will use to login to AlaFile. This information can be customized per the user's discretion.

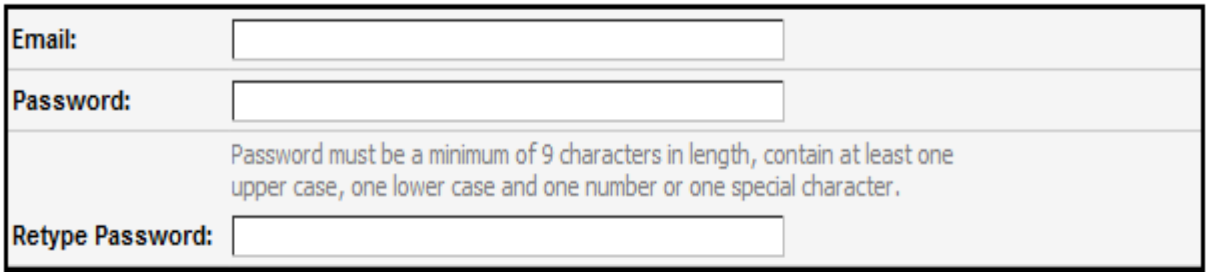
The AlaFile password changes will be implemented in 2 phases:

Phase 1 - Effective September 24, 2012, all AlaFile users will be required to update their passwords to a 9 character password plus the parameters listed below.

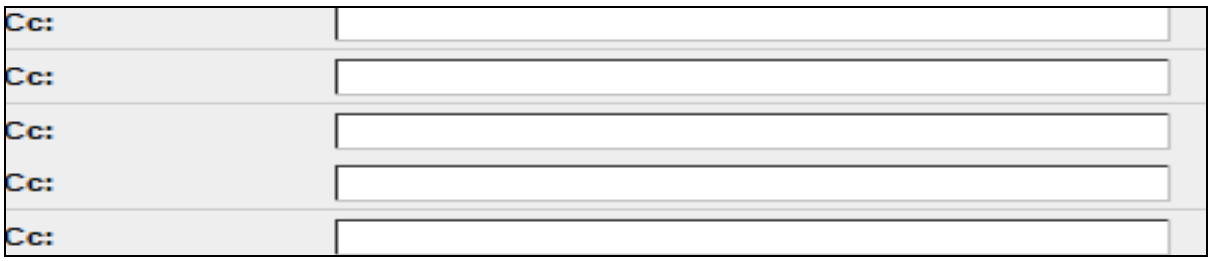
- At least one upper case character
- At least one lower case character
- At least one number or one special character

NOTE: If you have already updated your password to the new 9 character password, no further action is needed at this time.

Phase 2 - At a later date, AlaFile users who file or access confidential documents will be required to enter a confidential access code in addition to the 9 character password required to access the AlaFile application.


Email:
Password:
Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.
Retype Password:

The **CC** (courtesy copy) fields are email addresses of legal secretaries, paralegals or other staff that wish to receive courtesy copies of all notices served via AlaFile. When service copies are sent through the application these CC email addresses will also receive a copy.



NAVIGATING THE ALAFILE APPLICATION

The following section briefly describes various menu options that are currently available within AlaFile. The specific workflow processes within each menu selection are described in further detail within their respective sections.

Complaints

- *File New Complaint*
- *File Amended Complaint*
- *File Answer*
- *File Counter Claim*
- *File Cross Claim*
- *File Third Party Complaint*

Discovery

- *Notice of Discovery*

Motions

- *File New Motion*
- *Reply/Respond/Supplement to Motion*
- *Search Existing Motion*
- *View Pending Motions*
- *View Set Motions*
- *View Disposed Motions*
- *View All Motions*

Post Judgment

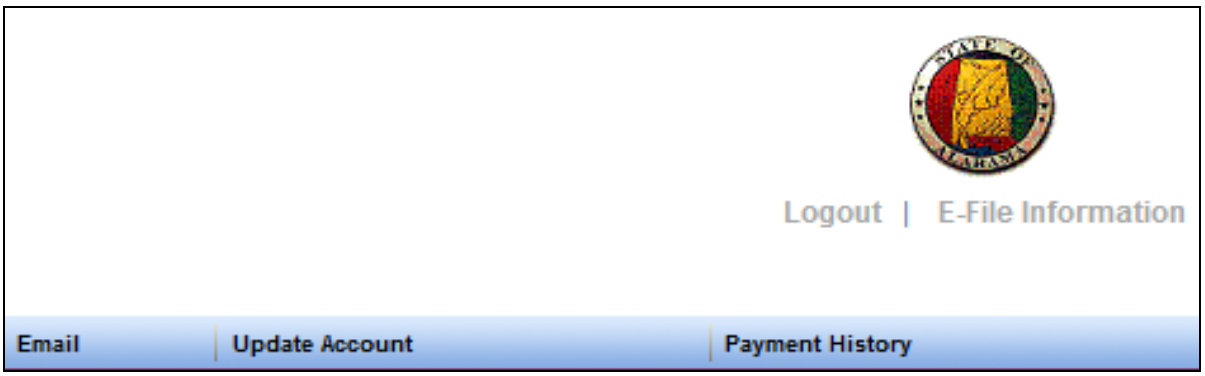
The *Post Judgment* menu (i.e. garnishments, writ of executions, etc.) is currently under development. All post judgments items (other than post judgment motion filings) should be submitted in paper to the clerk's office until they are available within AlaFile.

Miscellaneous

The *Miscellaneous* menu contains the following selections:

- *Notice of Appearance*
- *Subpoena*
- *Alias Summons*
- *Proposed Order*
- *Miscellaneous Document*
- *Affidavit of Substantial Hardship*

Email / Update Account / Payment History Options



The **Email** tab found on the main navigation bar allows the user to view service copies of court filings (e-notices) that have been sent through the application. All court e-notices are sent by AlaFile to two locations 1.) the **Email** inbox within AlaFile and 2.) the registered email account.

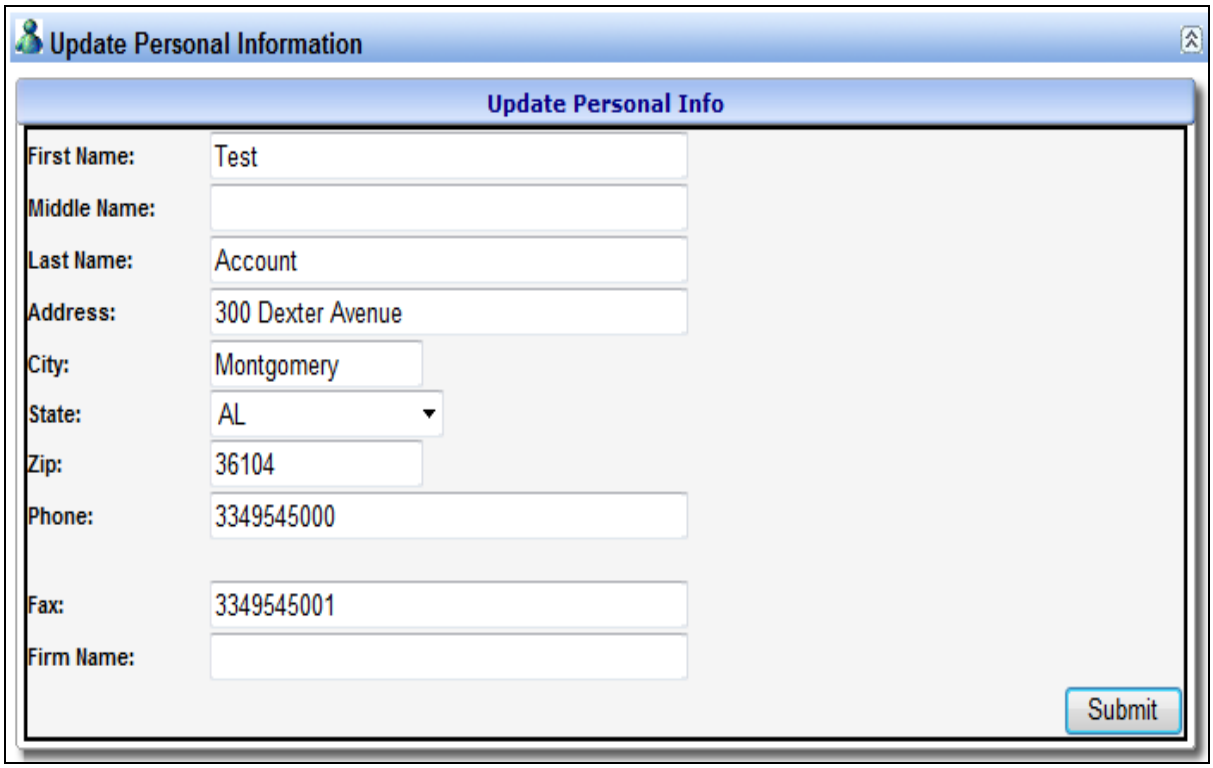
In the event of technical difficulties with the registered email account (i.e. spam / server issues or an account that has reached its size limit) the user will still have access to their service copies within AlaFile. In this event, the user can log into AlaFile and click on the **Email** tab to access a service copy of an electronically filed document.

Update Account

The **Update Account** tab on the main navigation bar allows the user to manage personal information such as names, addresses, email addresses, passwords, alternative email addresses, payment options and recurring parties.

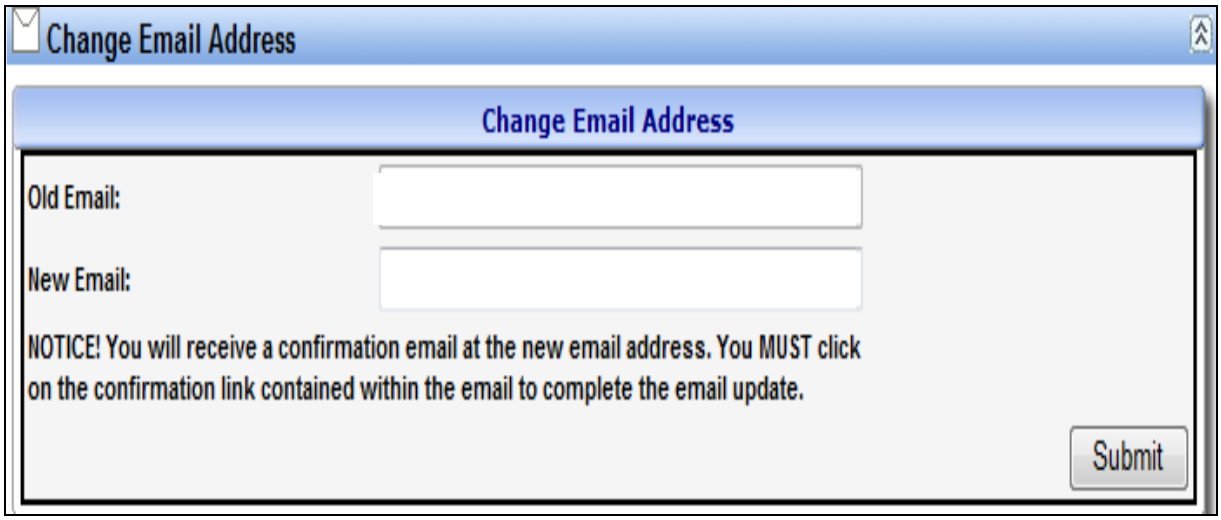
Under **Update Personal Information** the user can update their personal information including name, address, phone or fax numbers. Whenever any relevant personal information changes, the user must update their information with AlaFile as required by the *Administrative Polices & Procedures for Electronic Filing*.

It is important to note that practicing attorneys will need to update their contact information with the Alabama State Bar in which the Administrative Office of Courts receives nightly updates into SJIS Mainframe (State Judicial Information Systems). That nightly update does not apply to AlaFile. To update personal information, the user should type in the updated information, then click **Submit**.

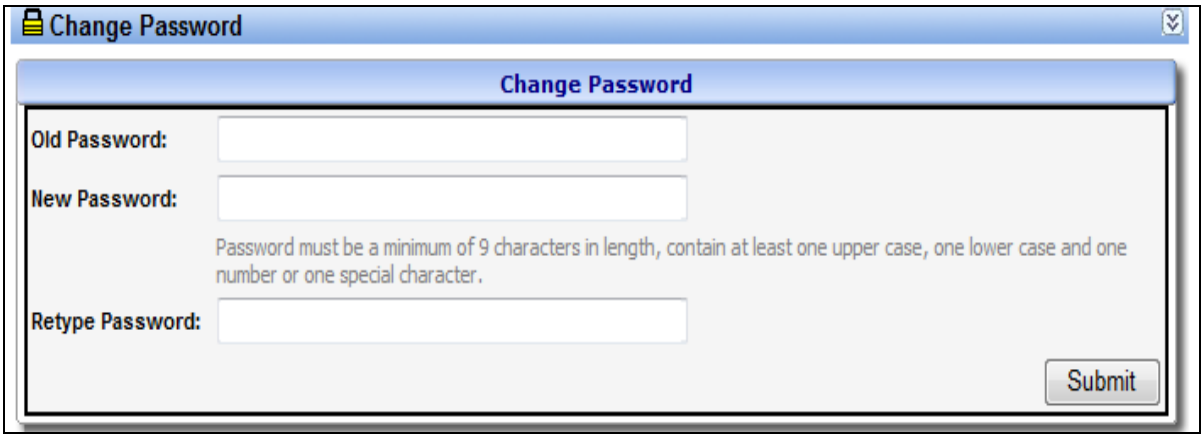


Under **Change Email Address**, the user can update their account to reflect a new email address. This email address update must be done anytime the user changes email addresses pursuant to the *Administrative Polices & Procedures for Electronic Filing.*

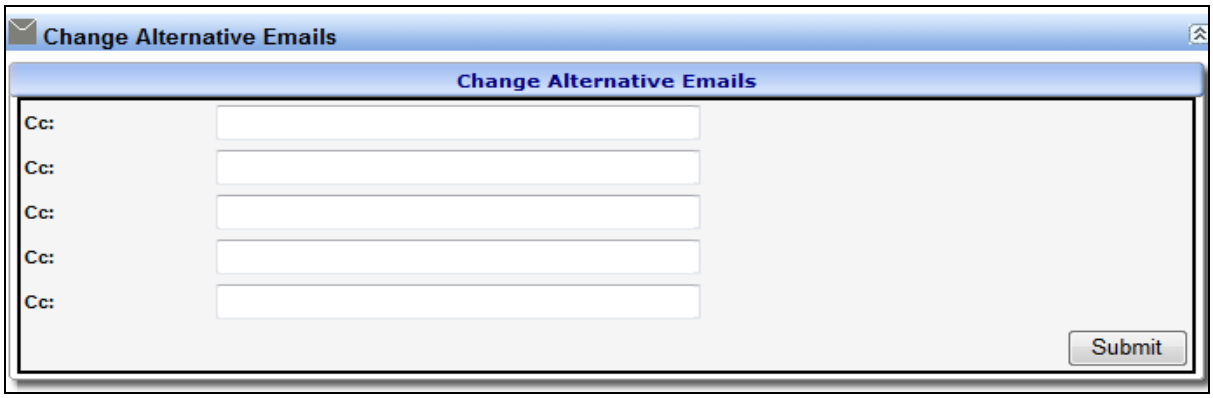
The email address on record with AlaFile is the primary address used to provide service copies. To complete the email address change, the user must click on the confirmation link sent to the user's new email address.


Change Email Address
Change Email Address
Old Email:
New Email:
NOTICE! You will receive a confirmation email at the new email address. You MUST click on the confirmation link contained within the email to complete the email update.
Submit

For security reasons the user may change their password anytime. Password changes must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character then clicking **Submit**.


Change Password
Change Password
Old Password:
New Password:
Password must be a minimum of 9 characters in length, contain at least one upper case, one lower case and one number or one special character.
Retype Password:
Submit

If alternate email addresses are provided in the CC fields during the initial registration process, those email addresses are provided service copies of all emails that are sent by the application to the primary registered email address. If the user wishes to add new email addresses or change existing addresses, click **Change Alternative Emails**, type in the new email address(es) then click **Submit**.



AlaFile uses the utmost caution to protect credit card and bank information when making online payments. To ensure security, you are given the following two options:

1. **Enter** Your Payment Information:

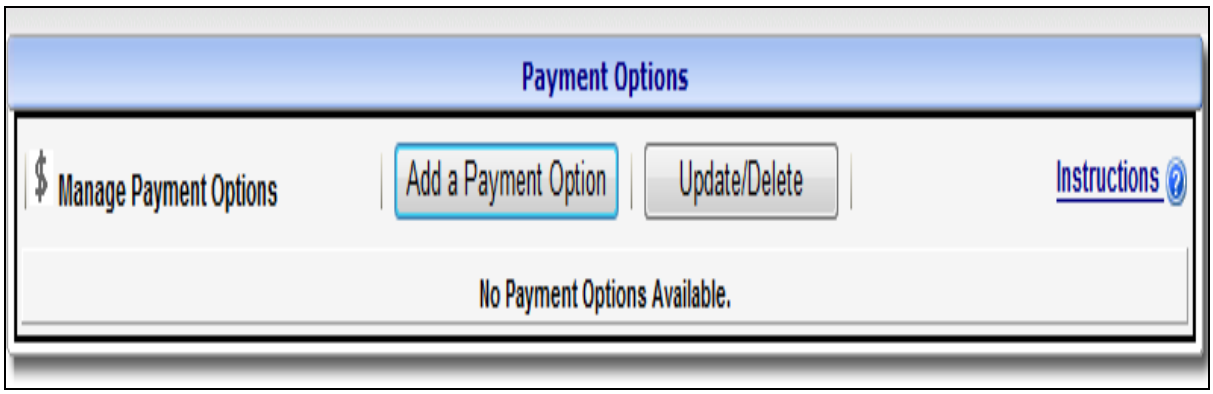
   Using the **Manage Payment Feature** is **OPTIONAL.** You may continue to enter your complete payment information at each transaction. AlaFile will **NOT** store your payment account identifying information in the AlaFile system.

2. **Store** Your Payment Information:

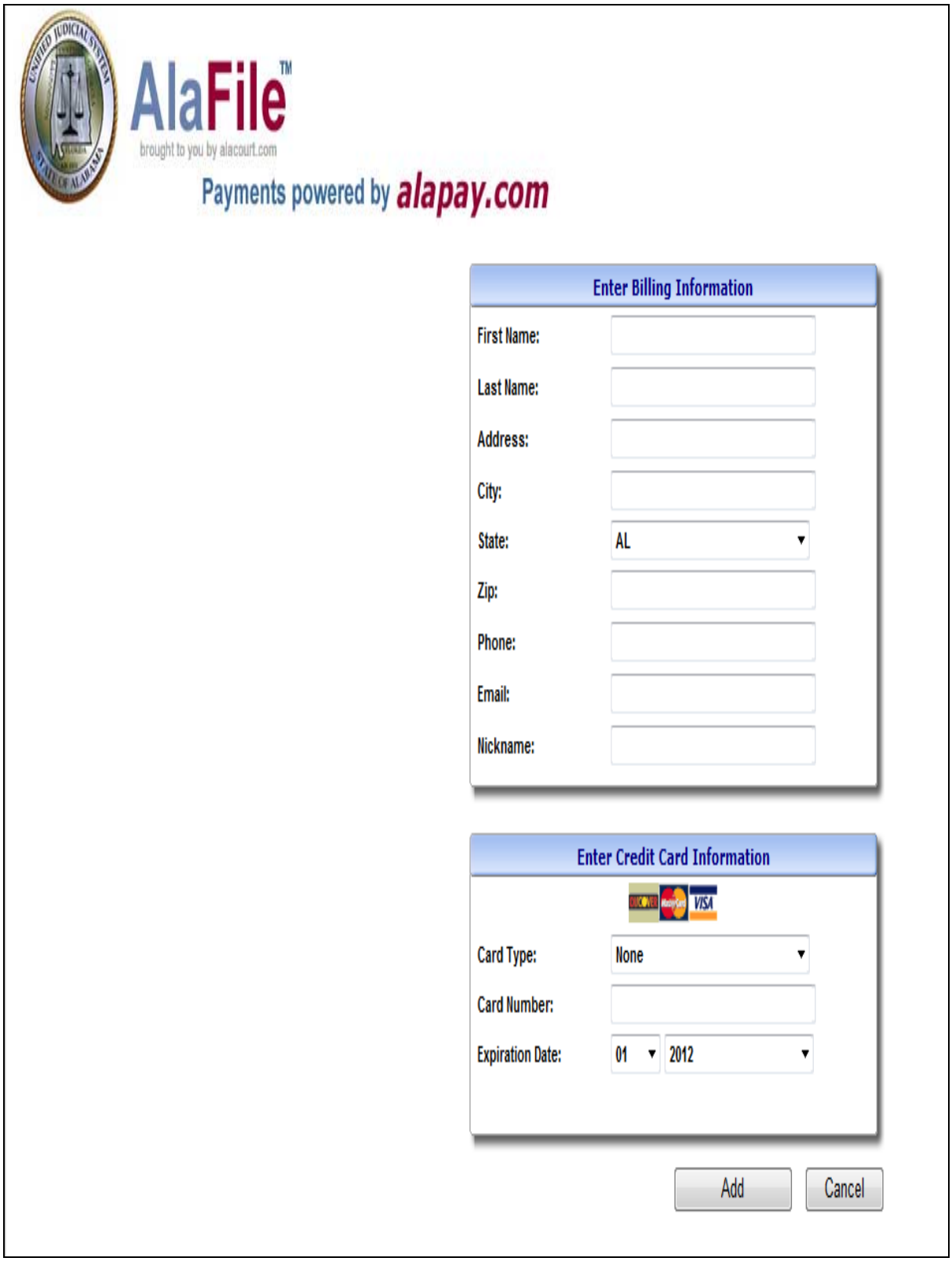
If you choose to store payment account information for your convenience or to share your payment account information with others in your firm, then you should use this option. This service stores your payment account identifying information (credit card number or bank account information) securely in a 3rd party PCI Certified Data Center which provides AlaFile with a token used to call your payment information for processing. ***Please be aware that each time that you use the token, a $0.05 charge will be added to the payment convenience charge. By setting up a Payment Option you agree to pay the tokenization charge.***

To add new payment accounts:

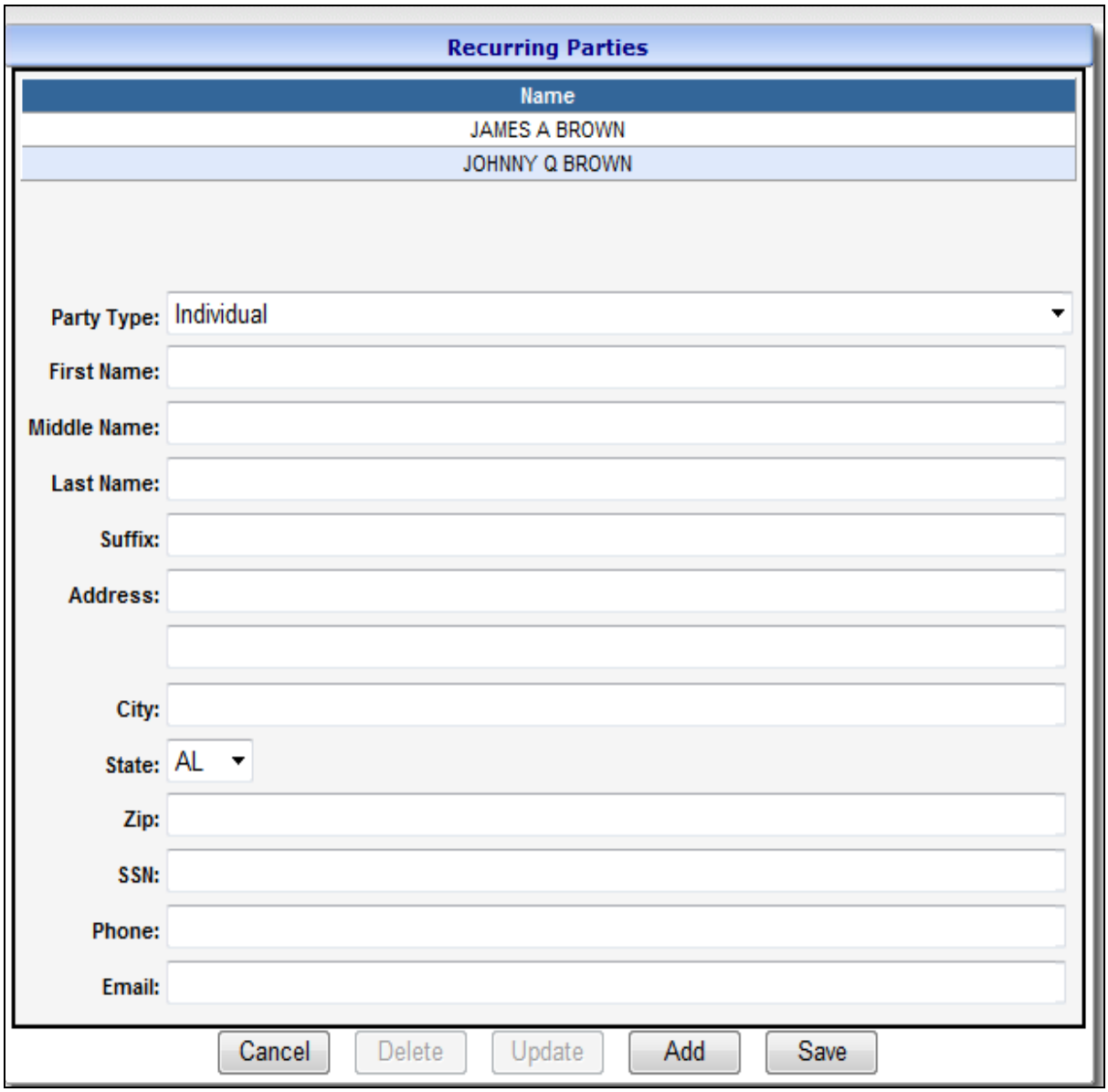
1. Click **Manage Payment Options**.
2. Within the manage payment options click **Add a Payment Option**.



3. Enter the required billing information from your debit/credit card and click **Add.**

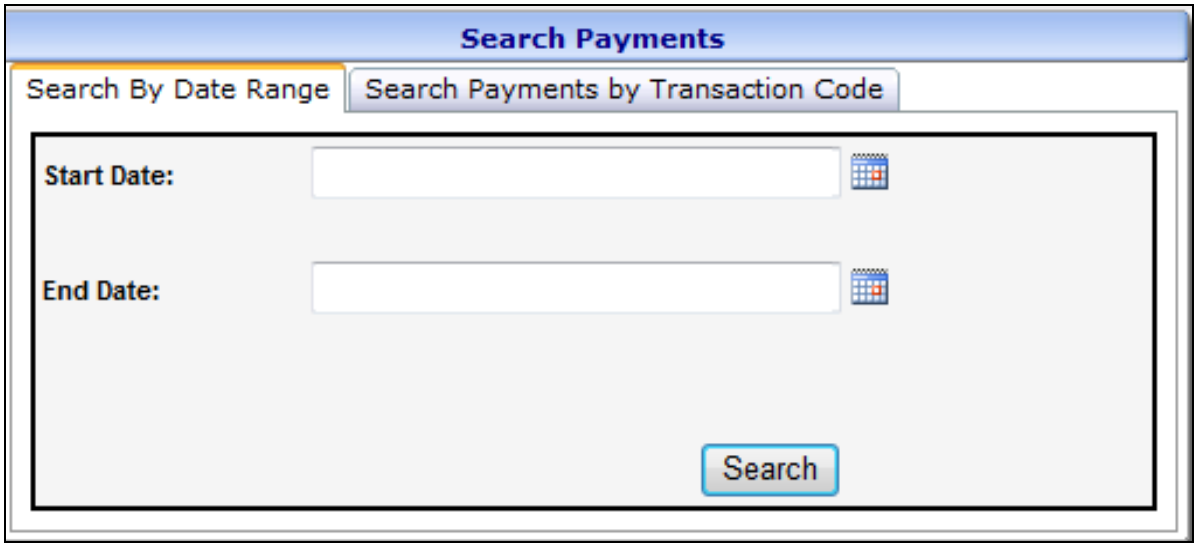


The **Recurring Parties Feature** provides the user with a method to save information associated with a party that the user may represent on a regular basis in multiple cases. By setting up this feature and saving the information in AlaFile, the user can access saved data during the filing process to avoid entering this information each time a document is e-filed (such as a complaint). To utilize this feature for a new party, the user should click on **Recurring Parties** and fill in all the requested information and click **Add**. To modify an existing party, click on the name of the party, enter the information and click **Update**. To delete a party, click on the party name and then click **Delete**.



Payment History

The **Payment History** button on the main navigation bar allows the user to view payment history made through AlaFile. Depending on the report desired, the user can enter the appropriate parameters to obtain information on fees paid through the AlaFile application, either by date range or transaction code.



FILING DOCUMENTS

Complaints

The process of e-filing a complaint in each of the five civil divisions is very similar (circuit civil, district civil, small claims, domestic relations and child support). The general workflows and basic logic can be applied to the other civil divisions described above. For simplicity, this tutorial will explain how to e-file a complaint in circuit civil division.

Circuit Civil Complaint

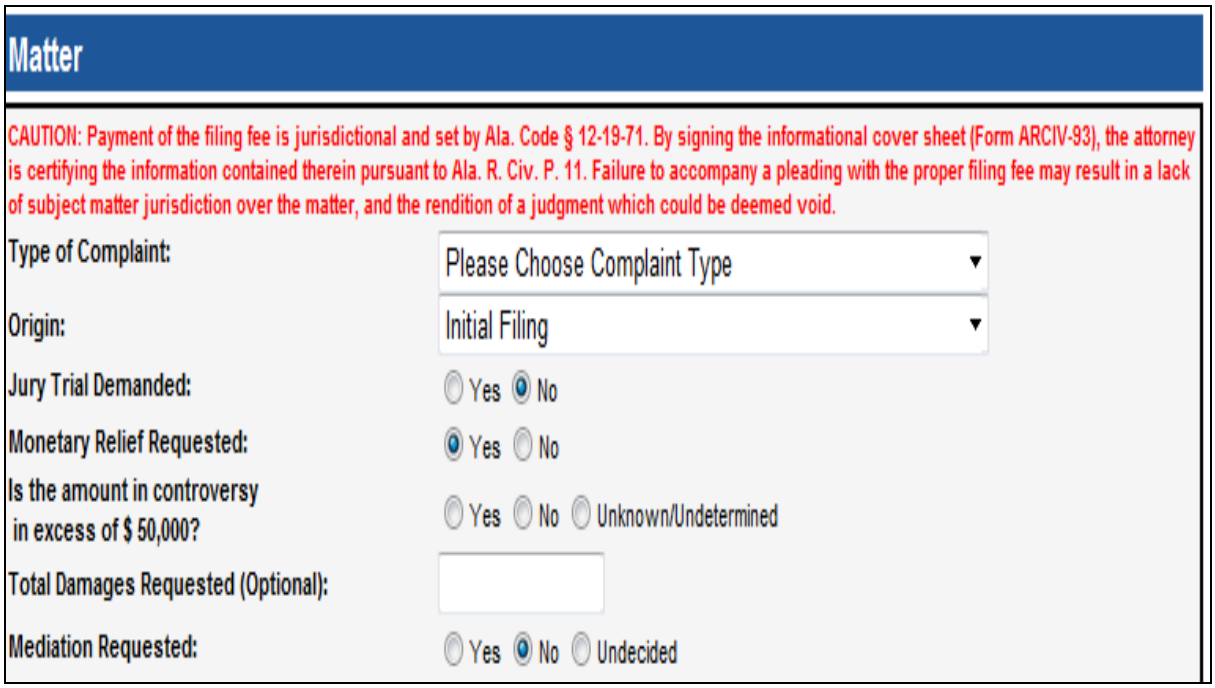
1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File New Complaint** within the **Complaint** menu.
3. Click **Circuit Civil.**

NOTE: Depending on the division chosen, the electronic cover sheet may look different.

4. Select the **County** from the dropdown list.
5. Select the radio button for **Emergency Relief.**
6. Select the radio button for **Filing on Behalf of State Agency.**
7. Note the checkbox for the **Affidavit of Substantial Hardship.** It is important to point out that if this option is selected AlaFile will not suggest the filing fee. When e-filed, the request for a substantial hardship will go directly to the judge hearing the case.
8. At that time the judge will be able to grant or deny this hardship.
    a. If granted: AlaFile will generate a summons and will proceed as a normal complaint.

b. If denied: AlaFile will send a notice back to the filing part for adjustment of filing fees within a sum certain time period (i.e. 5 business days to perfect payment of filing fees or the case will not be recognized by the courts).

9. Select the **Type of Complaint** from the dropdown selections.
10. Select the **Origin** of the case filing.
11. Select the radio button for **Jury Trial Demanded.**
12. Select the radio button for **Monetary Relief Requested.**
13. Select the radio button for the **Amount of the Claim.** If unknown/undetermined is selected AlaFile will suggest the higher filing fee.
14. Enter the **Total Damages** requested (optional).
15. Select the radio button **for Mediation Requested.**


Matter
CAUTION: Payment of the filing fee is jurisdictional and set by Ala. Code § 12-19-71. By signing the informational cover sheet (Form ARCIV-93), the attorney is certifying the information contained therein pursuant to Ala. R. Civ. P. 11. Failure to accompany a pleading with the proper filing fee may result in a lack of subject matter jurisdiction over the matter, and the rendition of a judgment which could be deemed void.
Type of Complaint:
Please Choose Complaint Type
Origin:
Initial Filing
Jury Trial Demanded:
Yes
No
Monetary Relief Requested:
Yes
No
Is the amount in controversy in excess of $ 50,000?
Yes
No
Unknown/Undetermined
Total Damages Requested (Optional):
Mediation Requested:
Yes
No
Undecided

Adding Parties to the Electronic Cover Sheet

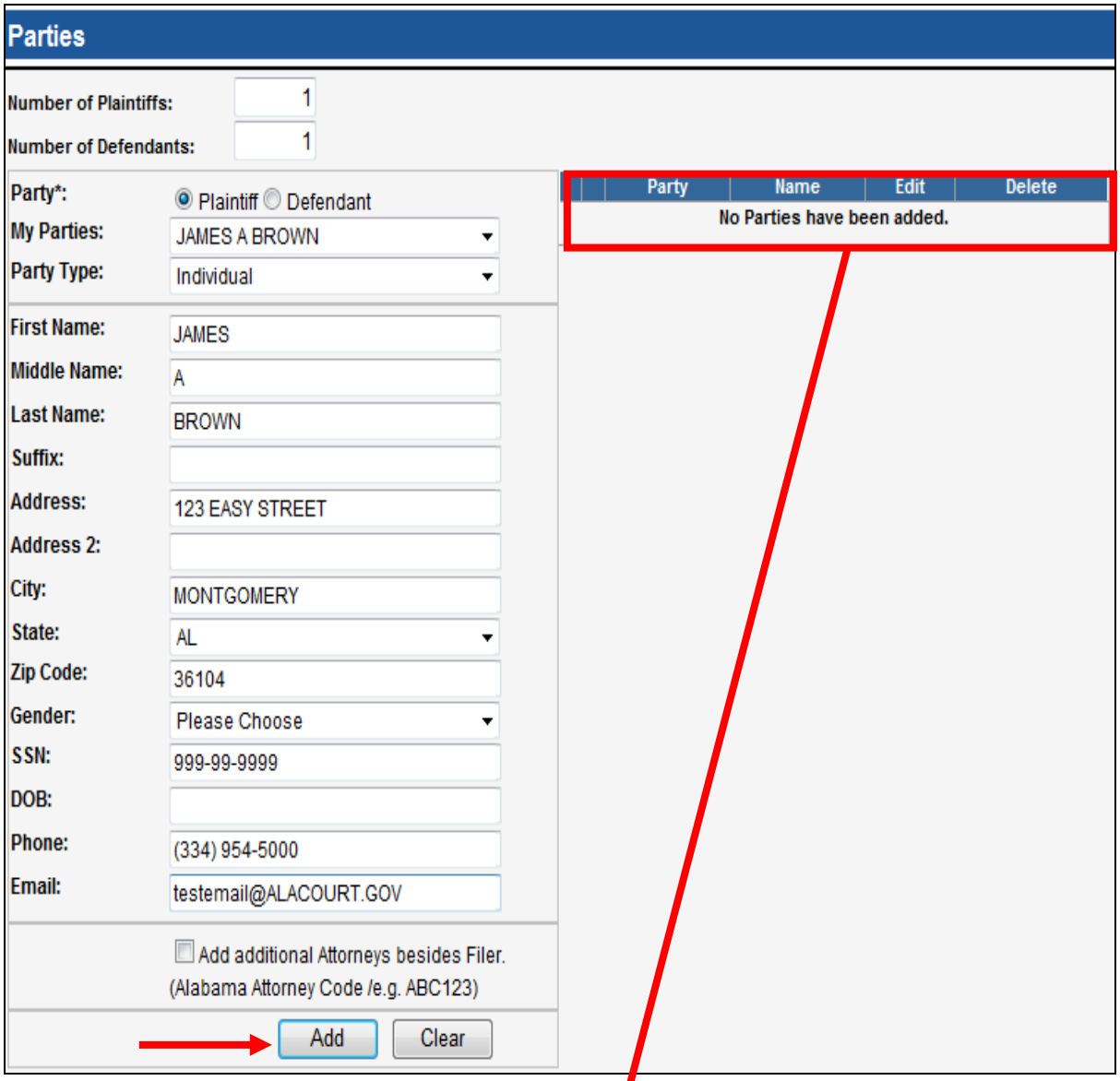
16. Enter the **Total Number of Case Parties** for both plaintiff(s) and defendant(s).
17. Select the **Party Type** drop down (business, individual, government or other).
18. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (*) are required fields).
19. If additional attorneys are representing the party, click the **Add Additional Attorneys Besides Filer** checkbox. Type in the attorney code of the other attorneys in the boxes that wish to make an appearance in the case.
20. Click **Add**. This adds the party to the red box at the top.
21. When adding a defendant to the complaint you will need to choose the type of service from the **Service Type** dropdown.

    a. If you choose **Sheriff** service type, you will have to choose the county where the complaint will be served.

    b. If you choose **Private Process Server** service type, you will need to type in the name of the process server.

    c. If you choose **Certified Mail** service type there are two options for this service.
        i. Service to be perfected by the **clerk**.
        ii. Service to be perfected by **filer.**

    d. If you choose **Service Waived** a summons will not be generated.



Once parties have been added to the case, the user will see a screen similar to the one below. As an example, notice that one plaintiff and one defendant have been added to this complaint. When all case parties have been added click continue.

	Party	Name	Edit	Delete
Plaintiff	C001	JAMES A BROWN	Edit	Delete
Defendant	D001	JOHNNY Q BROWN	Edit	Delete

NOTE: If there are multiple plaintiffs or defendants in the case, each party must be added as described above.

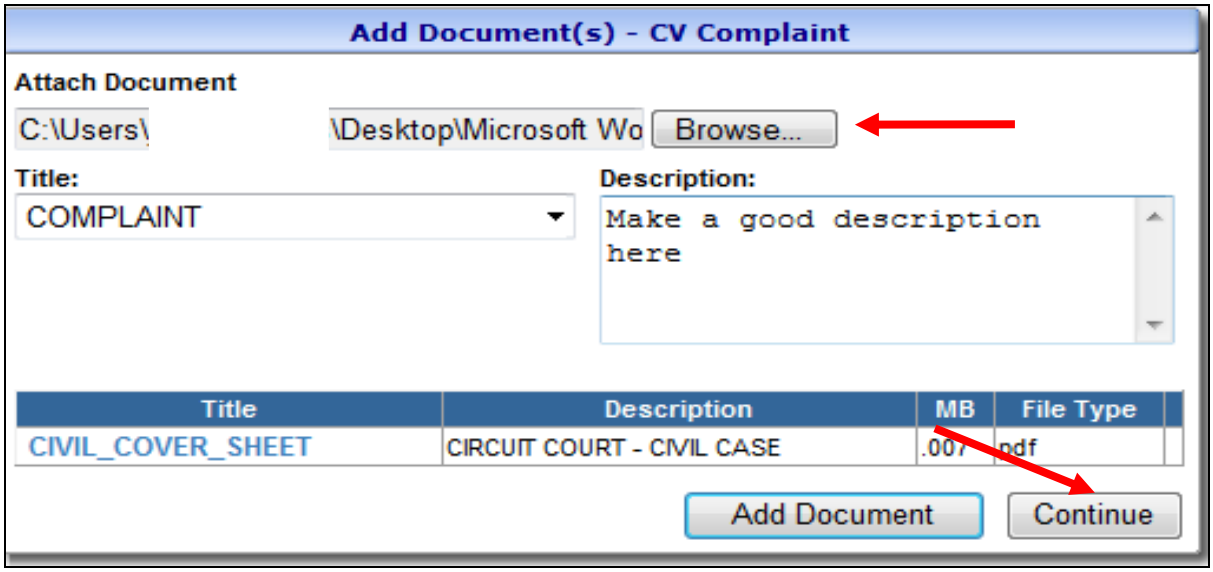
The electronic civil cover sheet will be auto-generated by the application and attached to the complaint and other documents that are filed.

Attaching documents

22. Once the data entry is completed in the steps outlined above, attach your complaint.

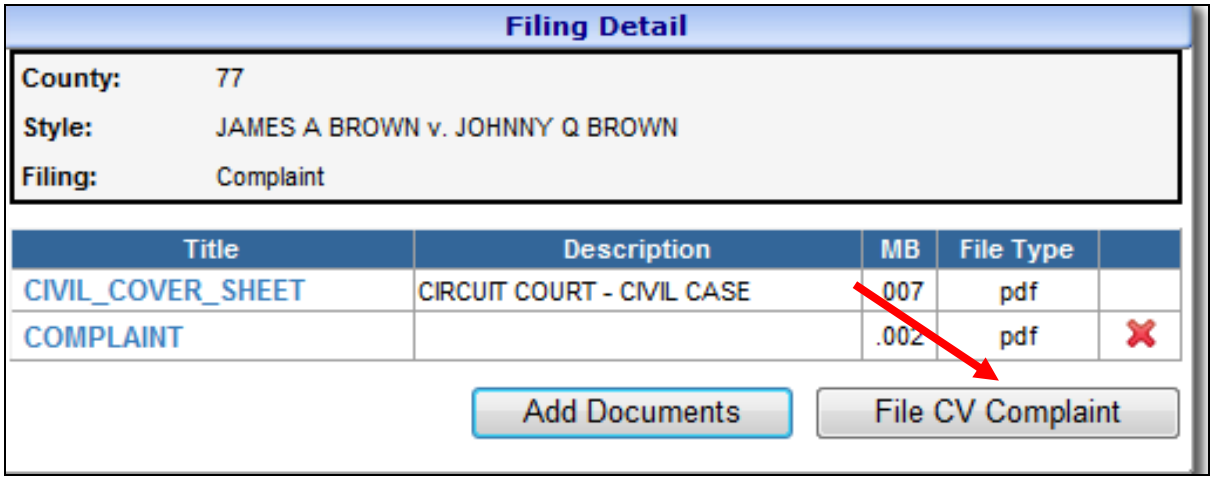
NOTE: All documents attached within AlaFile must be in **PDF** format.

23. To locate your Complaint, click **Browse.** After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



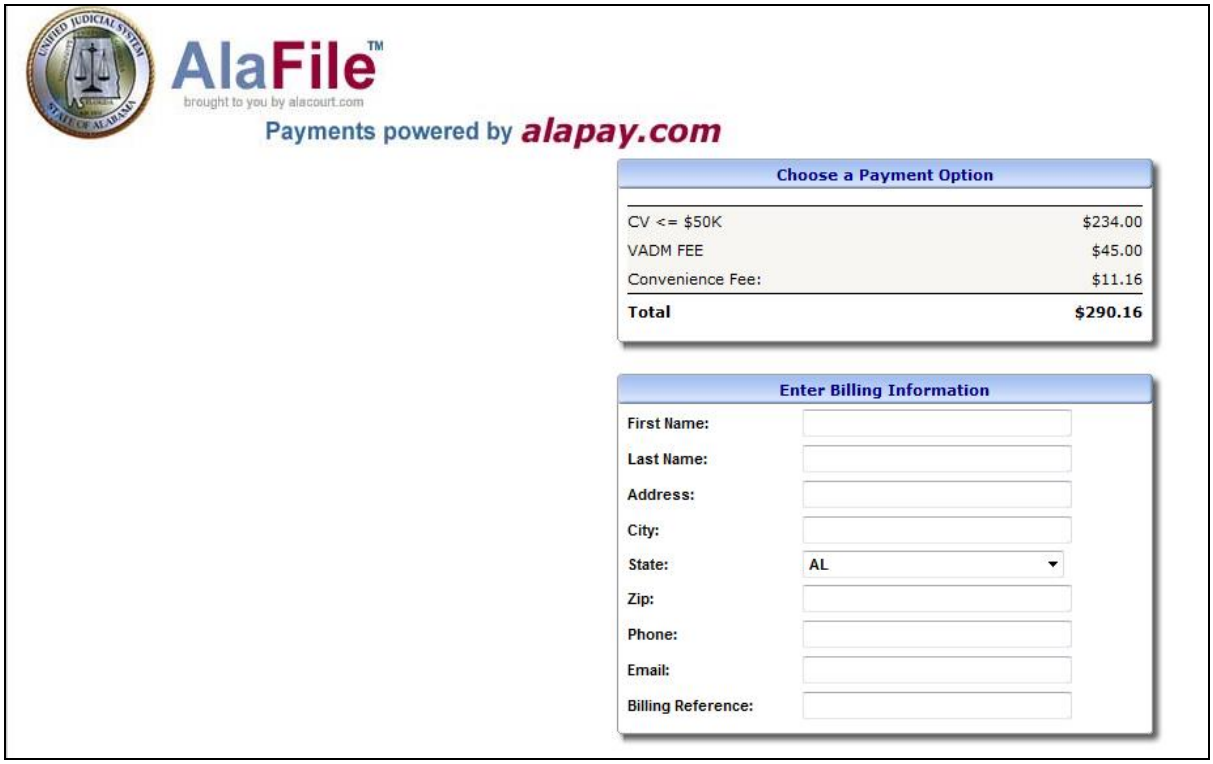
24. After clicking Continue, you will now see the **Filing Detail Screen.** This screen allows you to check the attached document(s) before filing them with the court.

To view your documents that have been uploaded click the title of the document. To delete documents that have uploaded, click the **red X** beside the document. To add additional documents, click **Add Documents.** If you are ready to file your complaint, click **File Complaint.**



Explanation of the AlaFile Fee Sheet

25. After clicking **File Complaint**, the user will see the **Fee Sheet** screen similar to the screen below.

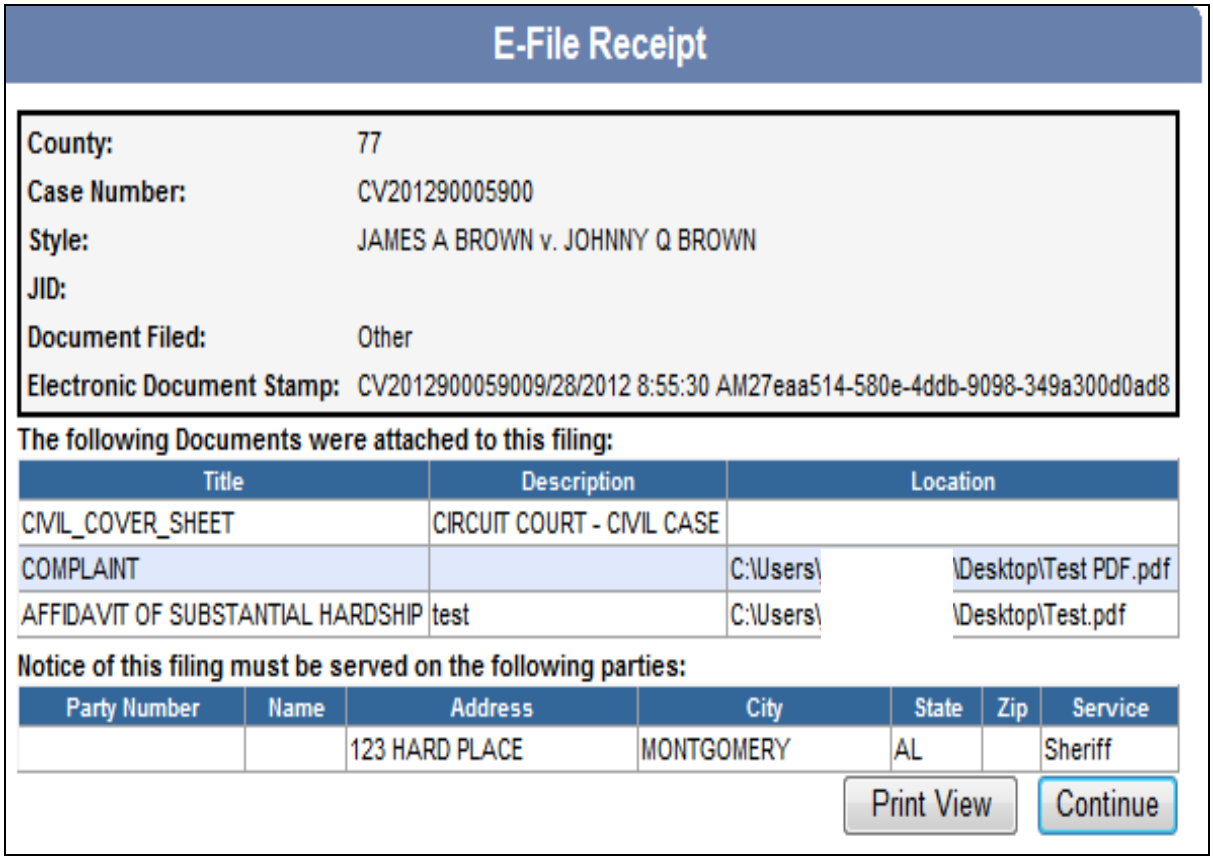


FAILURE TO ACCOMPANY A PLEADING WITH THE PROPER FILING FEE MAY RESULT IN A LACK OF SUBJECT MATTER JURISDICTION OVER THE MATTER, AND THE RENDITION OF A JUDGMENT WHICH COULD BE DEEMED VOID.

It is the filing party's responsibility to verify that the correct filing fee is being paid. If the correct filing fee is not suggested on the AlaFile Fee Sheet, please contact the Alabama Administrative Office of Courts Information Technology Support Help Desk, toll-free at 1.866.954.9411 Option 1, then Option 4.

26. By clicking **Continue,** you are completing payment of the filing fees for the complaint.

After the transaction is completed, a payment receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.



E-File Receipt

County:	77
Case Number:	CV201290005900
Style:	JAMES A BROWN v. JOHNNY Q BROWN
JID:	
Document Filed:	Other
Electronic Document Stamp:	CV2012900059009/28/2012 8:55:30 AM27eaa514-580e-4ddb-9098-349a300d0ad8

The following Documents were attached to this filing:

Title	Description	Location
CIVIL_COVER_SHEET	CIRCUIT COURT - CIVIL CASE	
COMPLAINT		C:\Users\ \Desktop\Test PDF.pdf
AFFIDAVIT OF SUBSTANTIAL HARDSHIP	test	C:\Users\ \Desktop\Test.pdf

Notice of this filing must be served on the following parties:

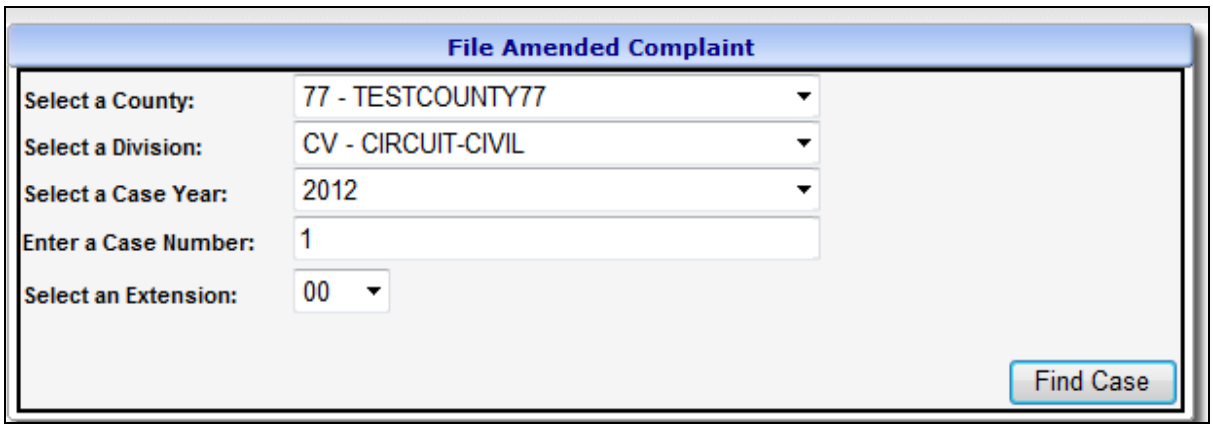
Party Number	Name	Address	City	State	Zip	Service
		123 HARD PLACE	MONTGOMERY	AL		Sheriff

Print View Continue

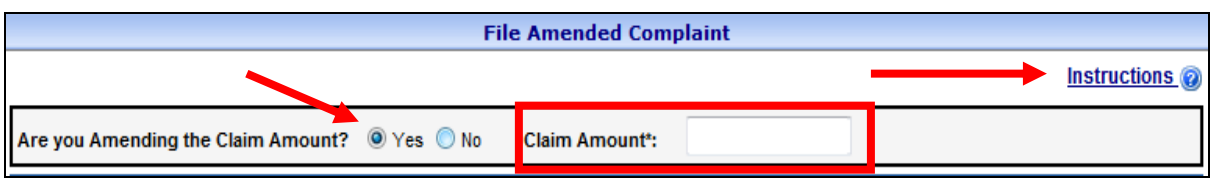
Amended Complaint

1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **Amended Complaint** and single click**.**

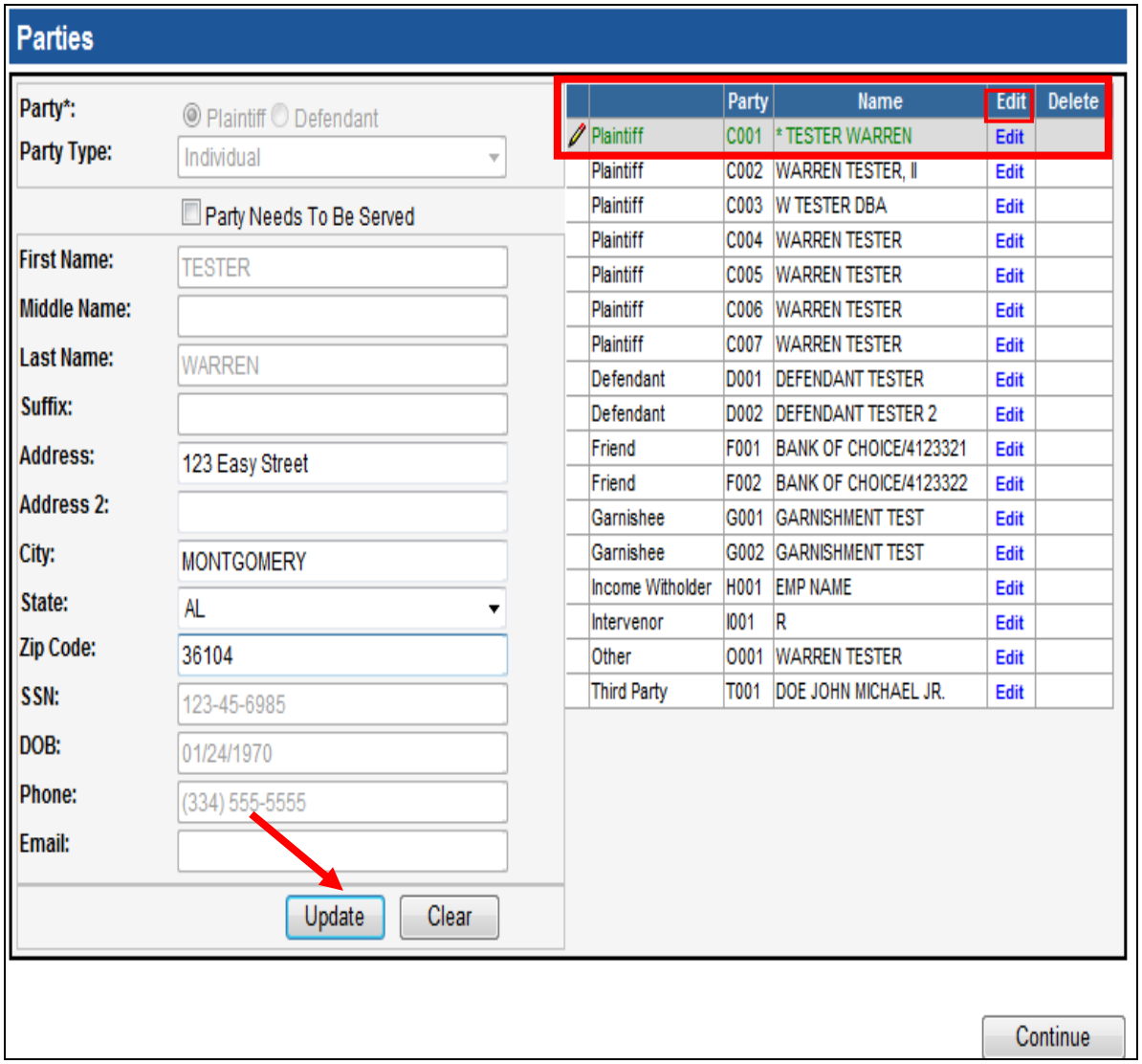
3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case.**



5. Please read the instructions hyperlinked before attempting to e-file an Amended Complaint. Select the radio button to determine if you are amending the claim amount. If you are amending the claim amount enter that amount in the claim amount field below.



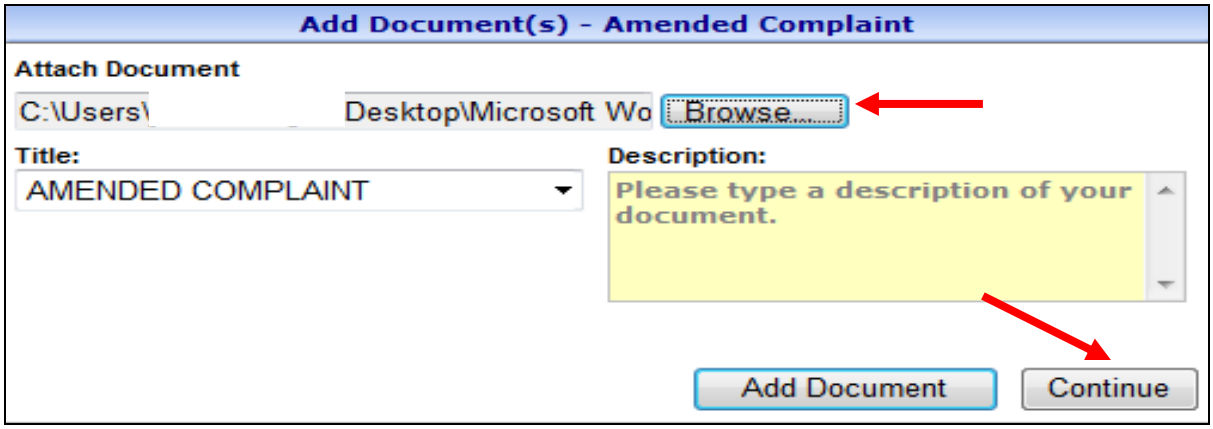
6. To change existing party information, click **Edit** by the corresponding case party name you wish to amend. Click **Update** when finished updating the party. Once completed, the case party(ies) that have been successfully updated will reflect **green**.



7. Once satisfied amending the complaint party, click **Continue.**

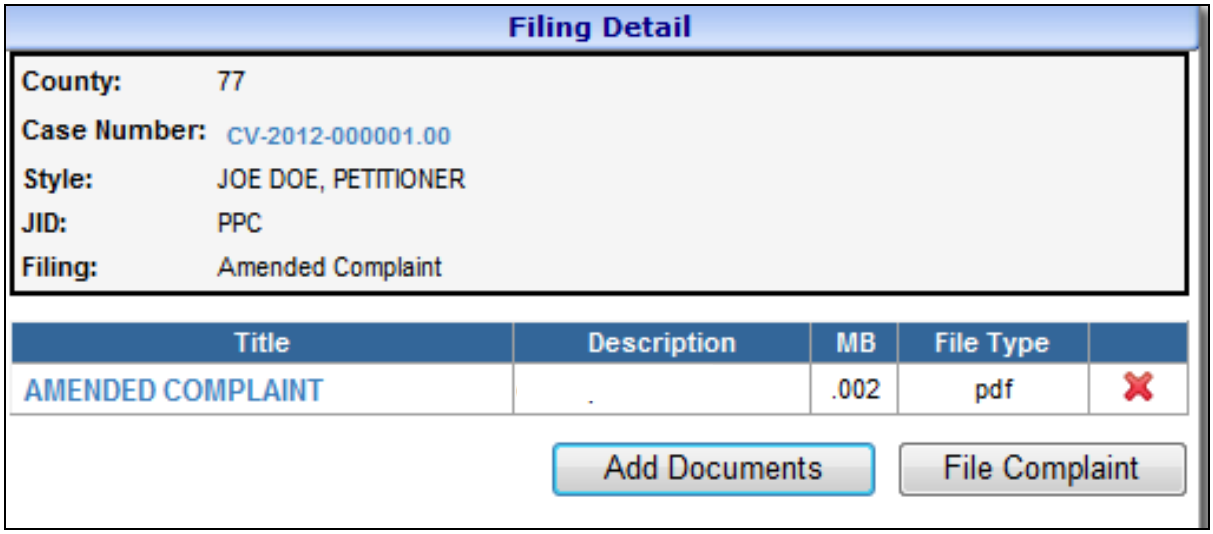
Attaching documents

8. To locate your amended complaint, click **Browse.** After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the amended complaint by clicking **File Complaint.** To view documents previously uploaded click the title of the document. To delete documents that have uploaded (i.e. in error) click the **red X** beside the document.

10. If additional fees are incurred as a result of the filing of the amended complaint, a **Fee Sheet** will be displayed.

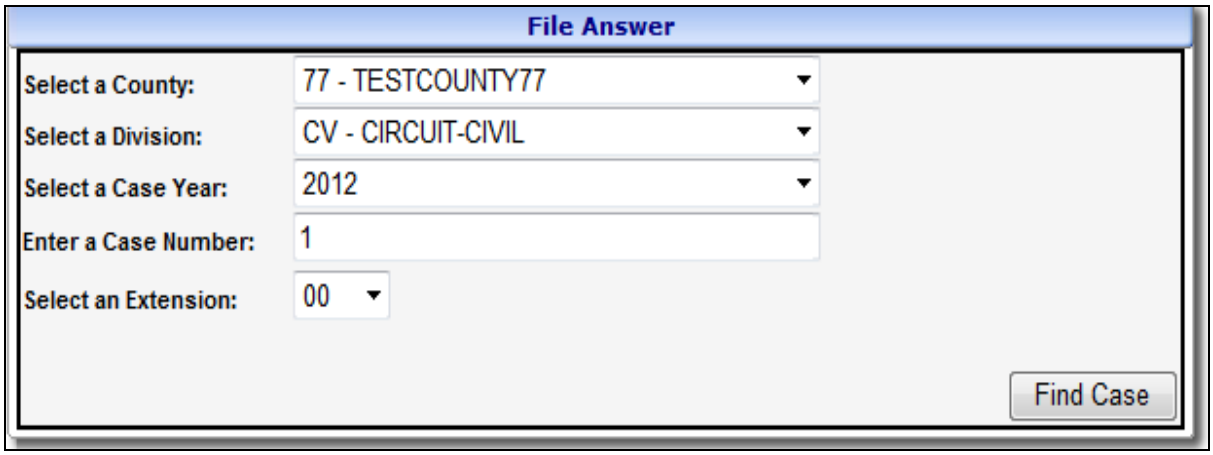


After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

Answer

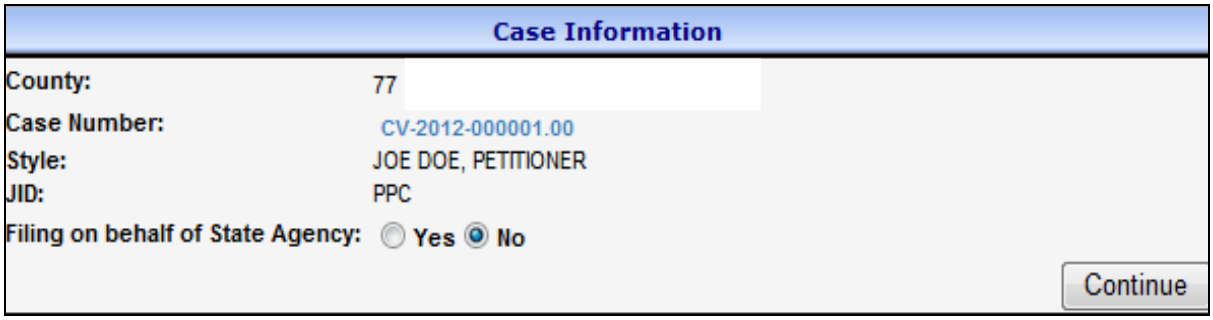
1. Hover your mouse over the **Complaints** menu on the main navigation bar.
2. Hover your mouse over **File Answer** and single click.

3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case.**

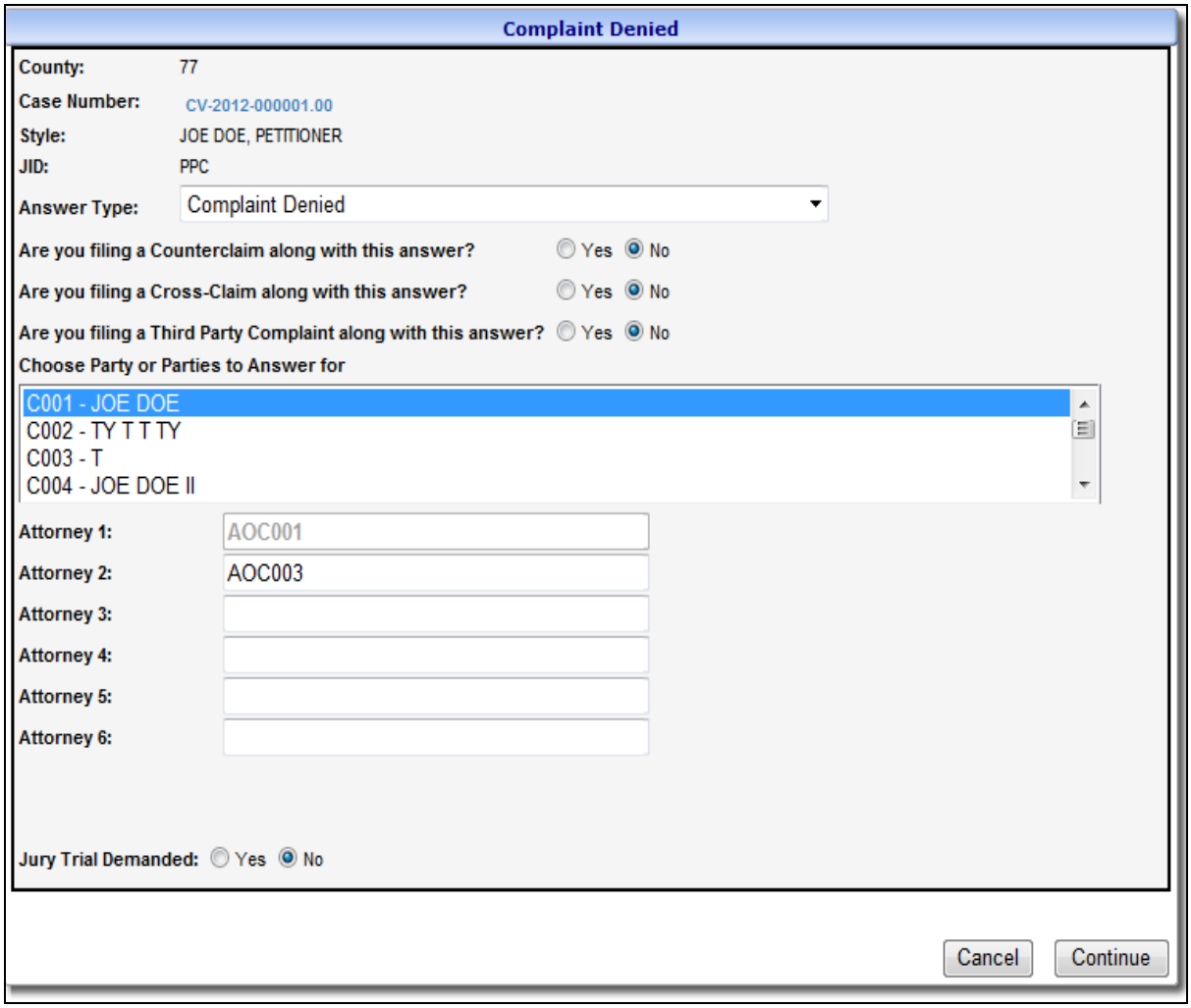


5. Review the case information screen. If you are filing on behalf of a state agency make sure and select the **Yes** radio button. Clicking **Yes** will bypass court filing fees (as state agencies are exempt from filing fees).

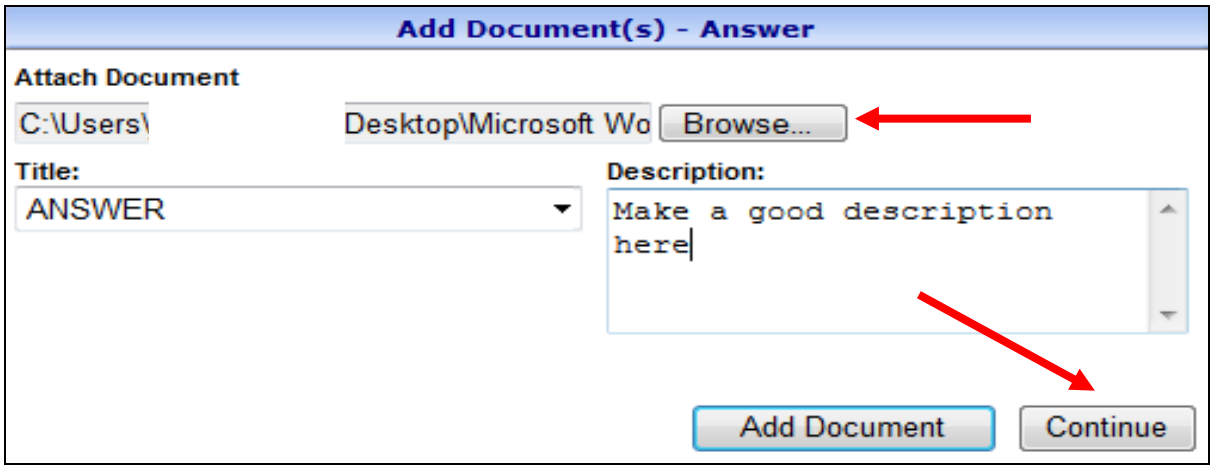
6. If the case data that appears on the screen is correct, click **Continue.**



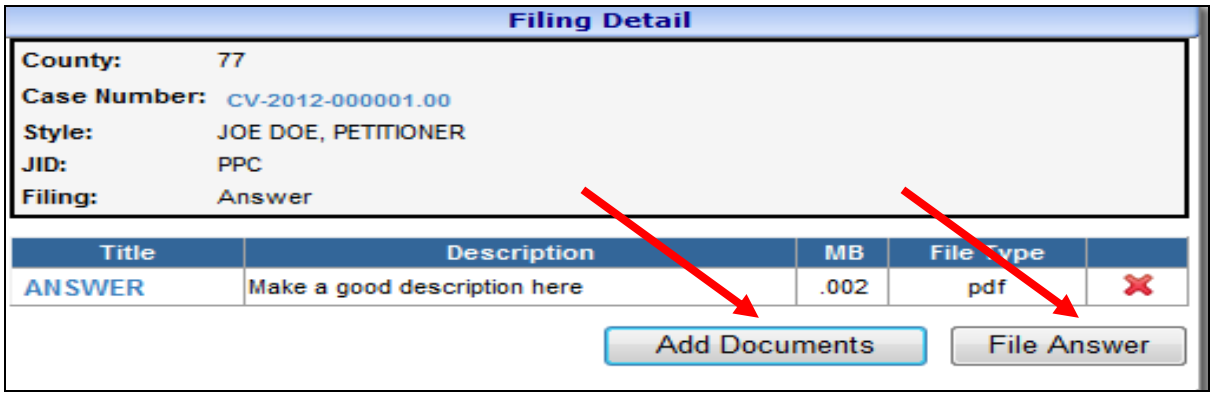
7. Choose your specific **Answer Type** from the drop down menu.
8. Select the appropriate radio buttons for a **Counterclaim, Cross-Claim and Third Party Complaint.**
9. Highlight the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control Key while clicking on each party you represent.
10. If additional attorneys are representing the party, type in their attorney codes.
11. Select the appropriate radio button for **Jury Trial.**
12. Click **Continue.**



13. To locate your answer, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



14. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the answer by clicking **File Answer.**



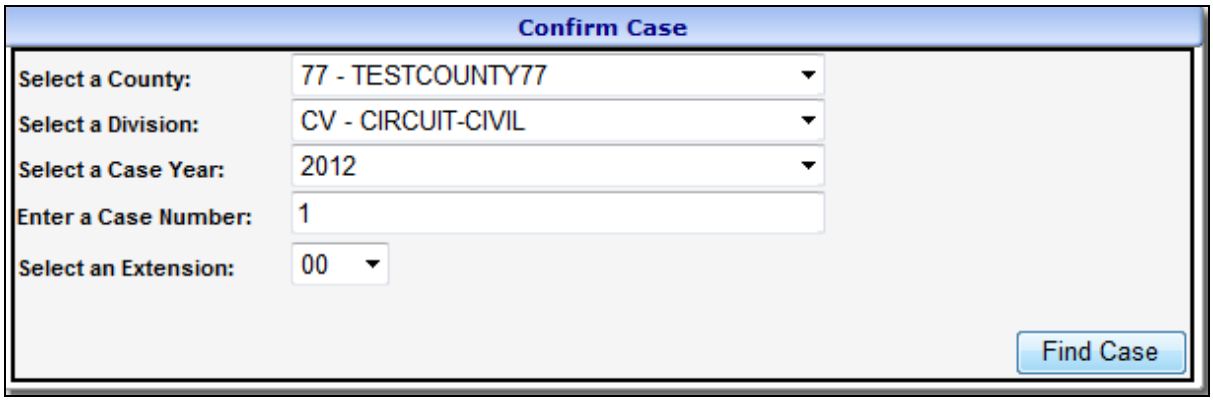
15. After clicking **File Answer** the user will be directed to a payment screen if applicable for your filing situation.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print.**

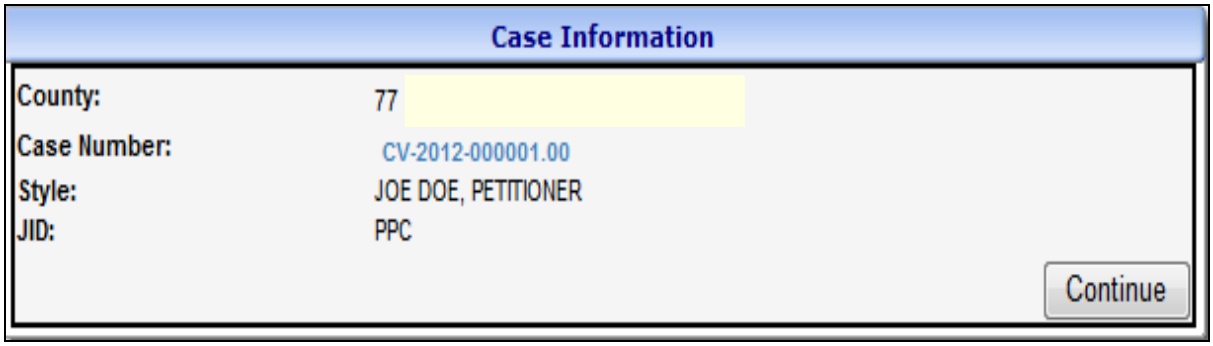
Notice of Discovery

1. Hover your mouse over the **Discovery** menu on the main navigation bar.
2. Hover your mouse over **Notice of Discovery** and single click.

3. Select the county, division, case year and case number from the dropdown list.
4. Click **Find Case**.



5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**

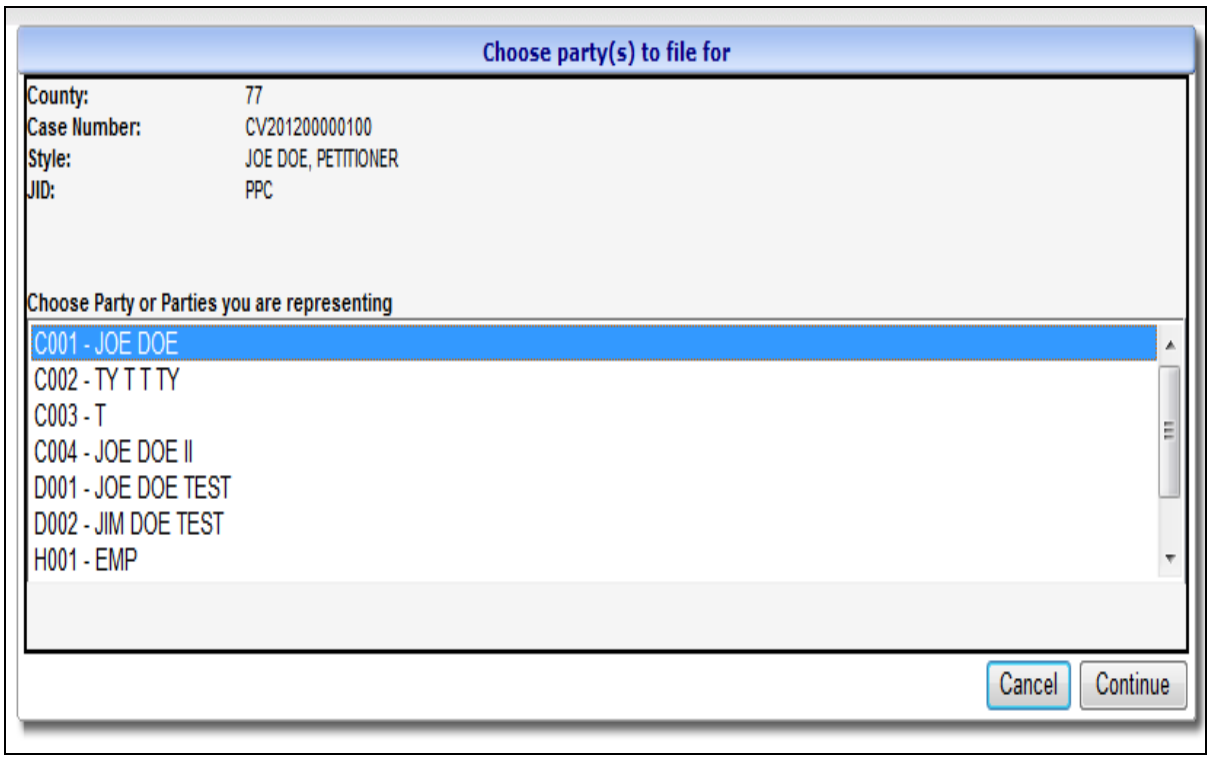


NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

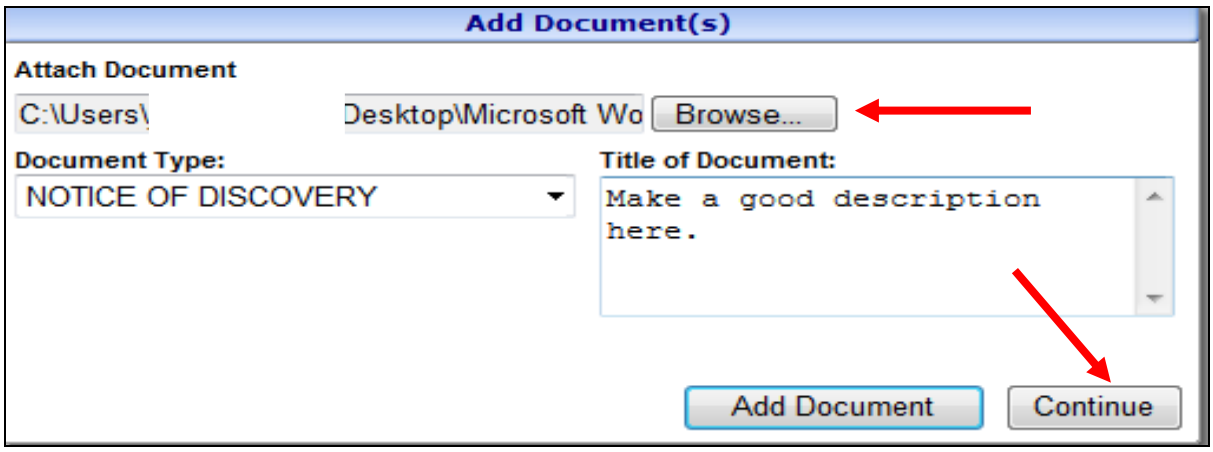
If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. Select the **Party** or **Parties** you are answering for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

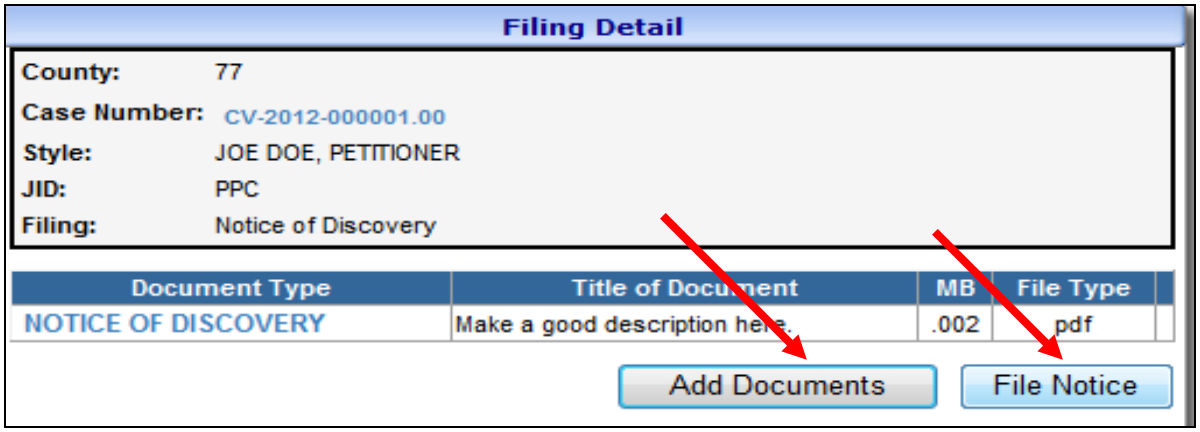
7. Click **Continue.**



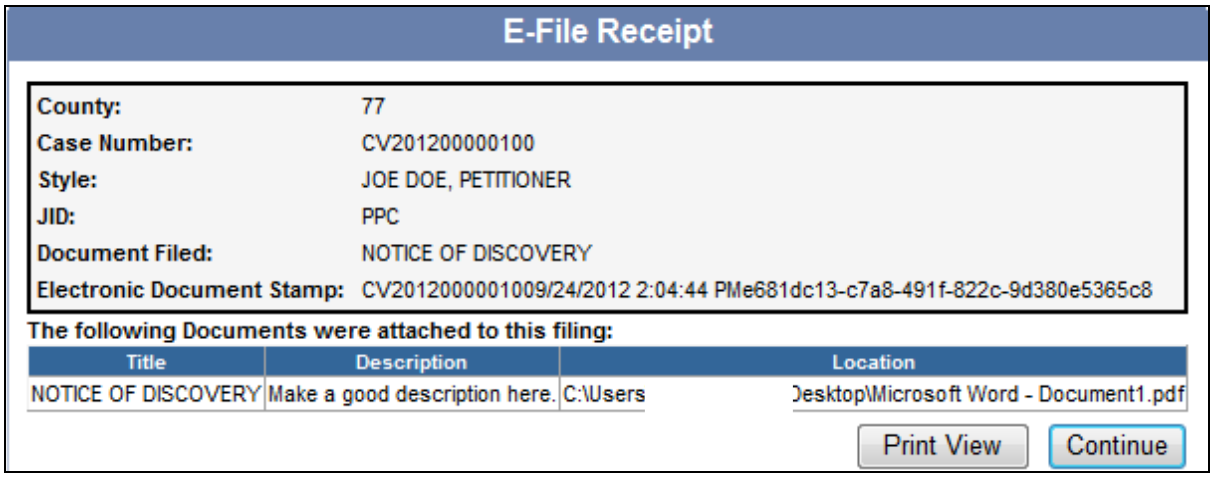
8. To locate your notice of discovery, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice by clicking **File Notice.**



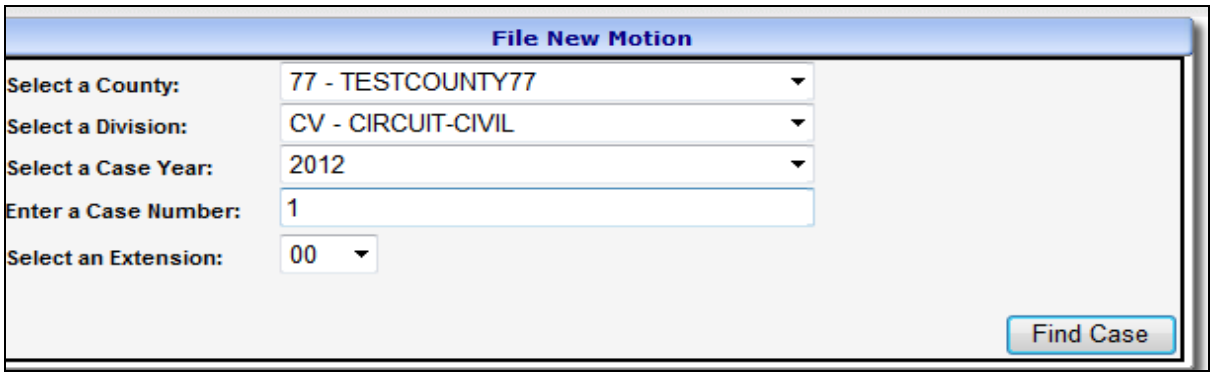
After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.



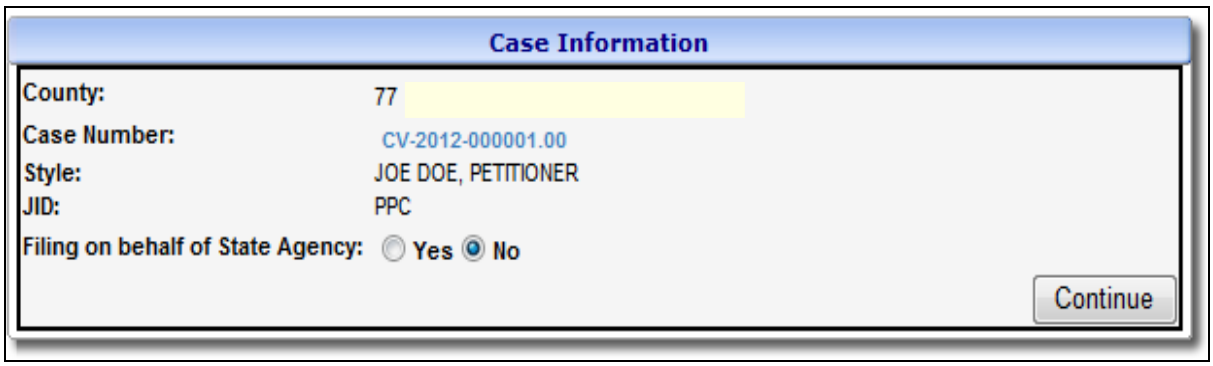
Motions

1. Hover your mouse over the **Motions** menu on the main navigation bar.
2. Hover your mouse over **File New Motion** and single click.

3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case.**



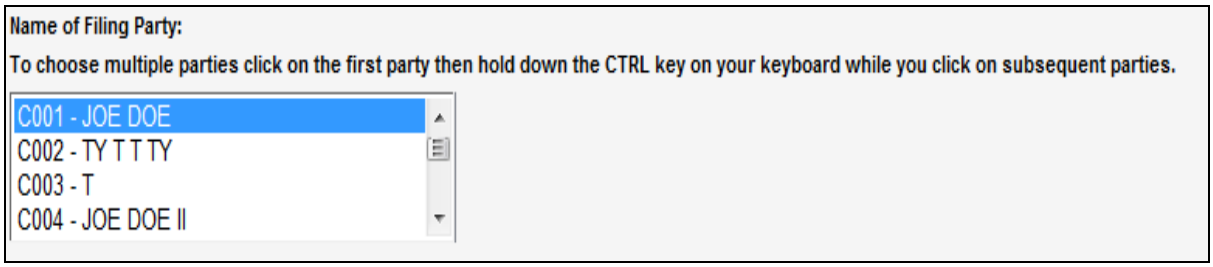
5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**



NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

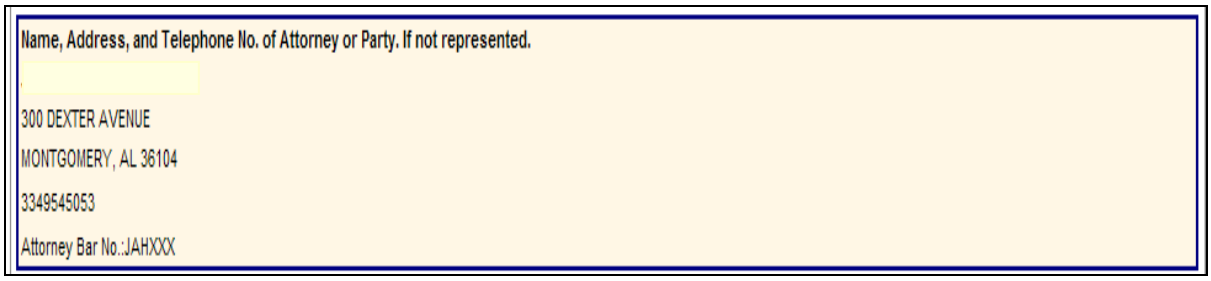
6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.


Name of Filing Party:
To choose multiple parties click on the first party then hold down the CTRL key on your keyboard while you click on subsequent parties.
C001 - JOE DOE
C002 - TY T T TY
C003 - T
C004 - JOE DOE II

7. If Oral Arguments are requested, click the **Oral Arguments Requested** checkbox.

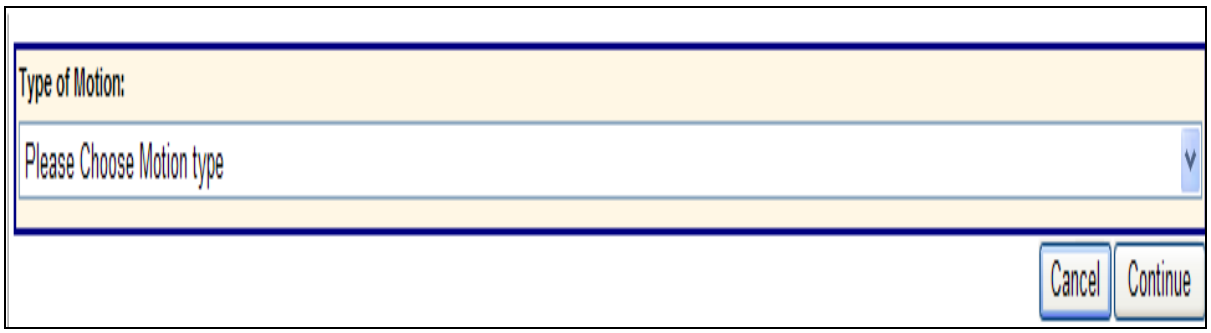
8. If the filing party needs to add/create a party to the case, click the **Add/Create Party** checkbox.

The attorney information will be displayed as a courtesy.

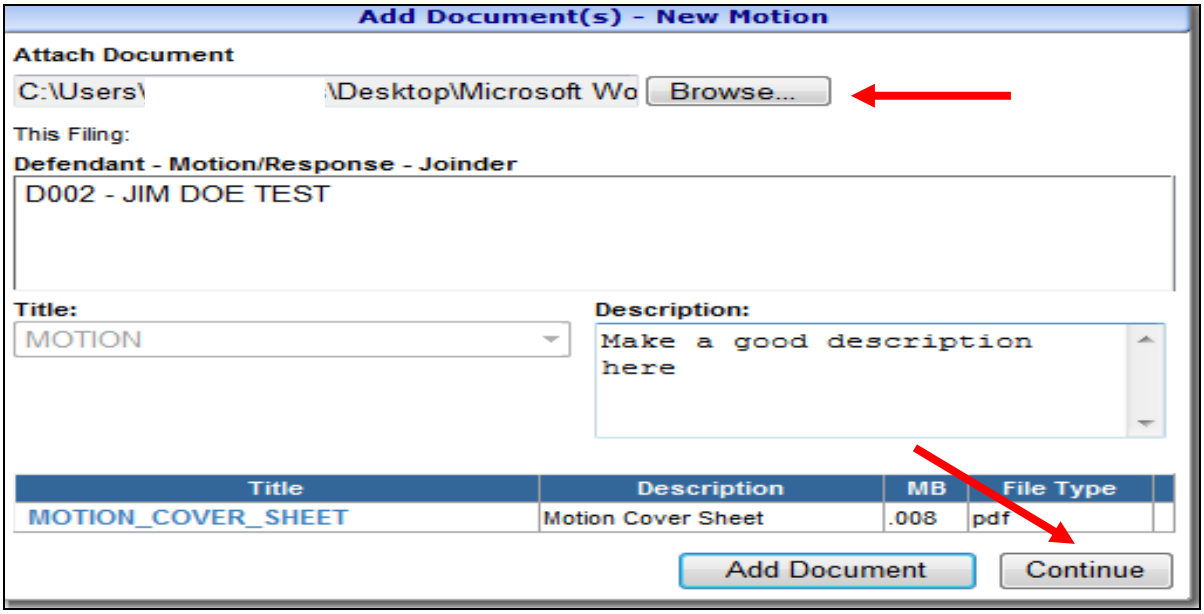

Name, Address, and Telephone No. of Attorney or Party, If not represented.
300 DEXTER AVENUE
MONTGOMERY, AL 36104
3349545053
Attorney Bar No.:JAHXXX

9. Select the specific type of motion being filed from the motion dropdown list.

10. Click **Continue.**



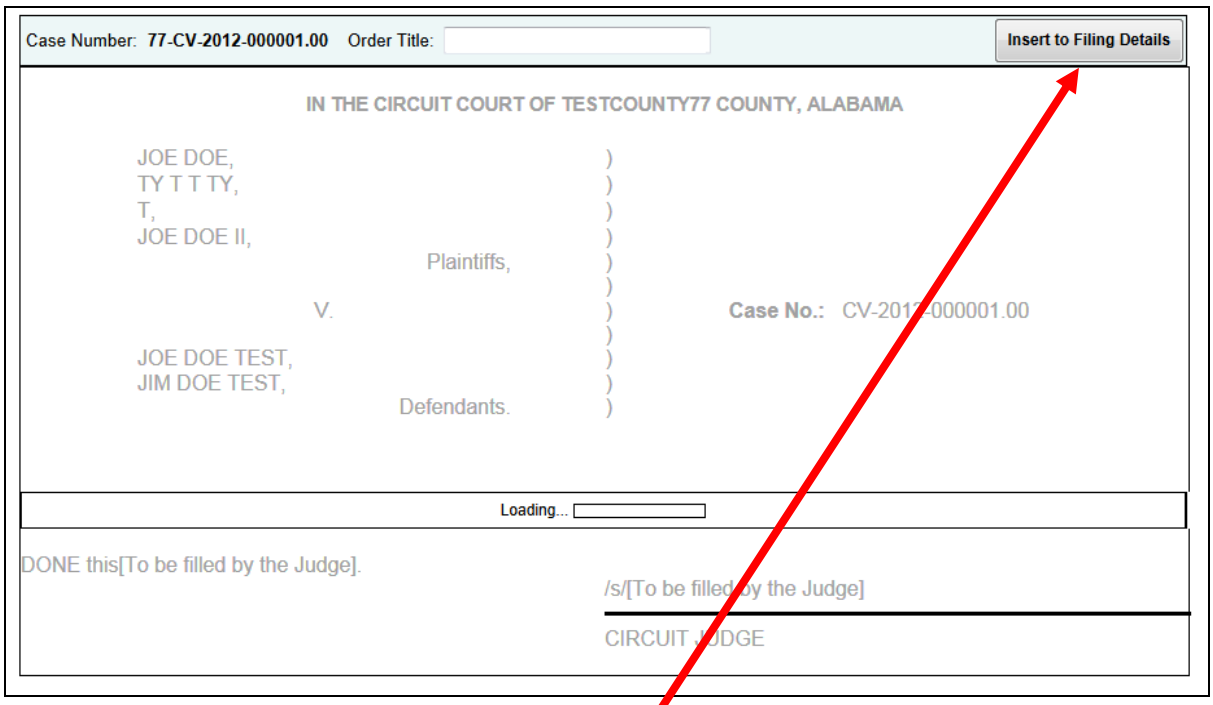
11. To locate your motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



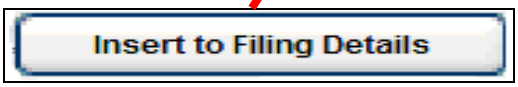
12. At the **Filing Detail** screen, you may attach a proposed order by clicking **Add Proposed Order.** Ensure the correct documents were uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document.

Steps to add a Proposed Order:

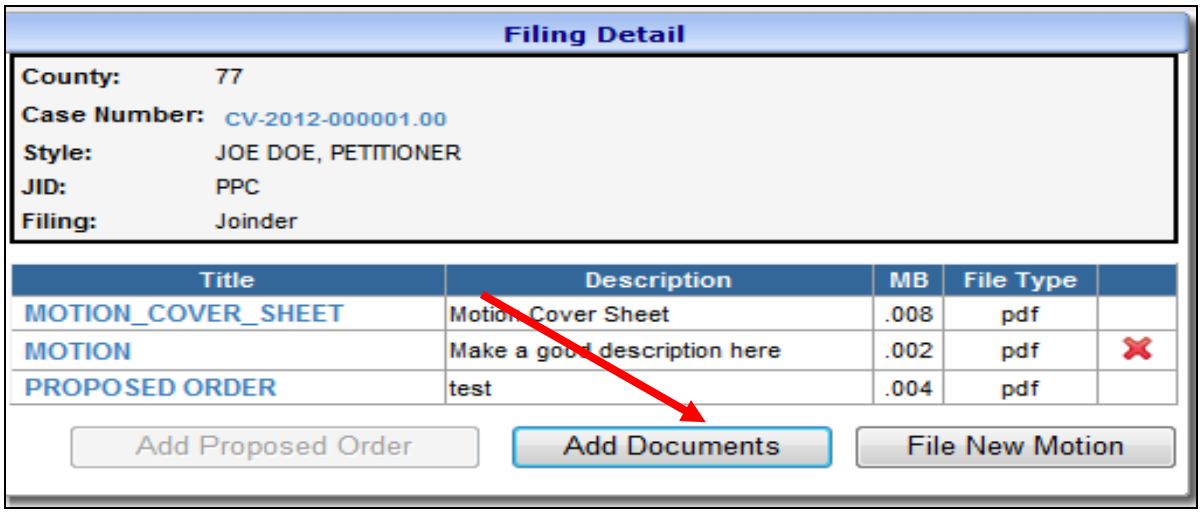
Type your proposed order or cut and paste the proposed order into the body of the order and make an order title at the top of the screen (note: this order title will appear in the order).



Click the **Insert to Filing Details** Button.

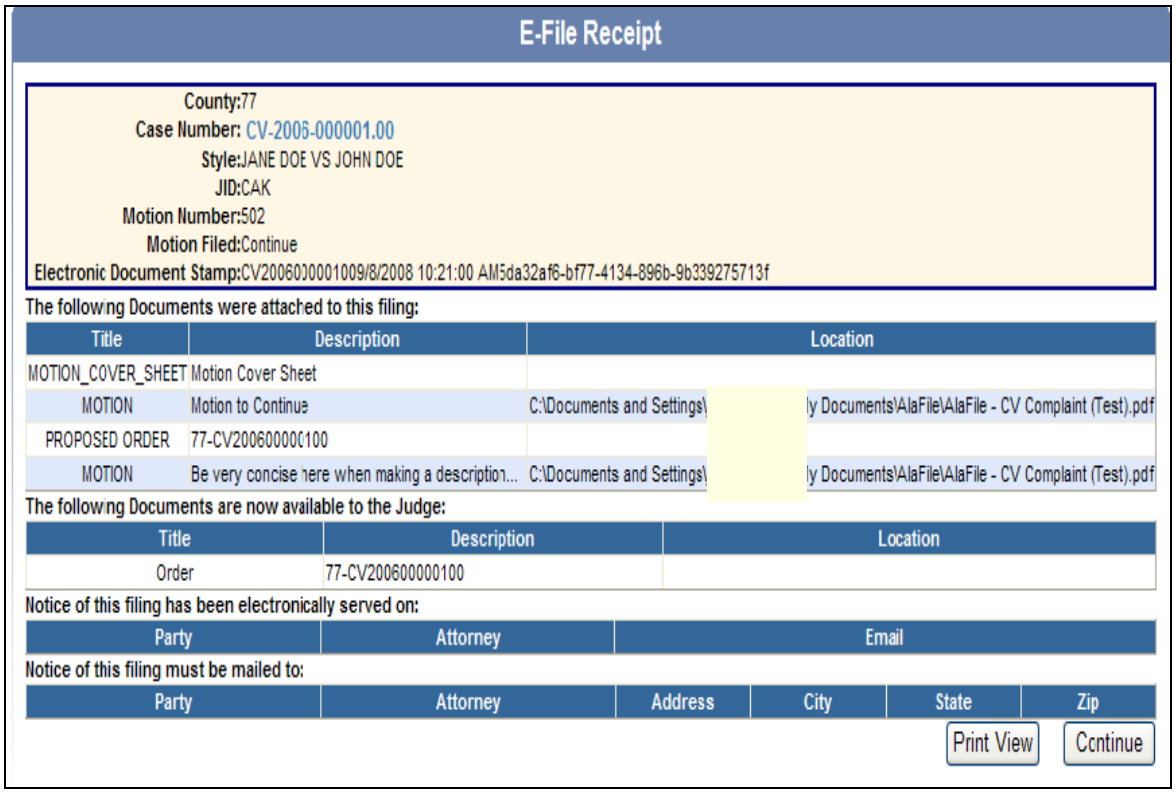


To add additional documents to the motion (i.e. Affidavit in Support of Motion, Statement of Facts, Deposition Excerpts, etc.) click **Add Documents.**



13. After all desired documents have been added and verified, click **File Motion.**

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**. **NOTE:** This is the only place an **E-File Receipt** will be generated.

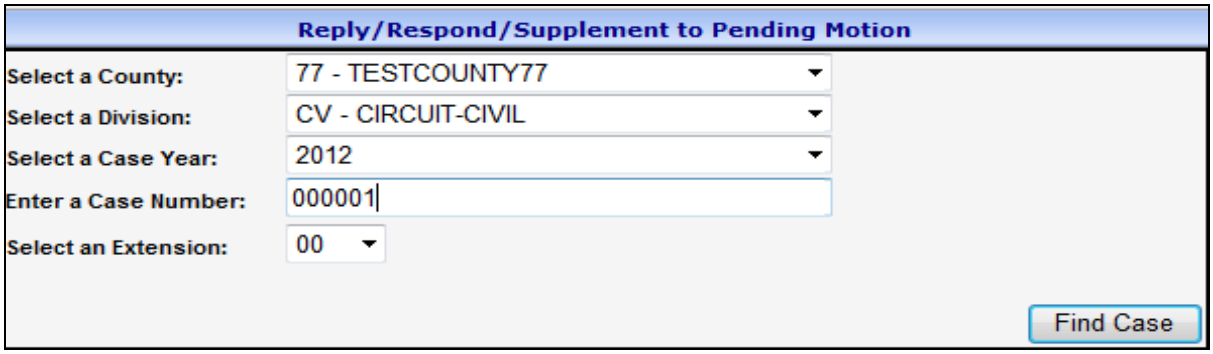


Respond, Reply or Supplement to a Motion

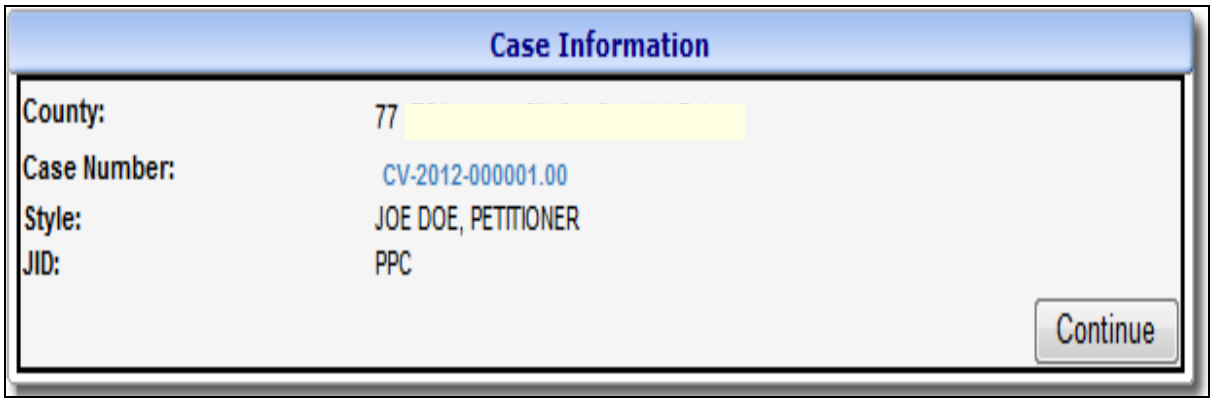
Use this option to e-file a response to a motion, reply to a motion or a supplement to a previously filed motion.

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Respond/Reply/Supplement to Motion** and single click.

3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case.**



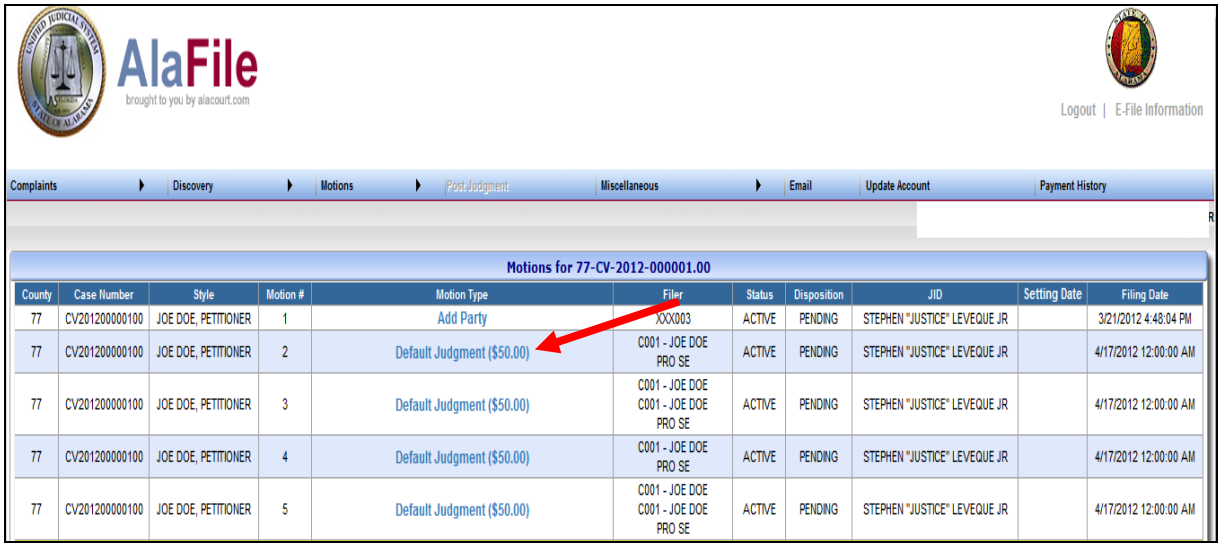
5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**



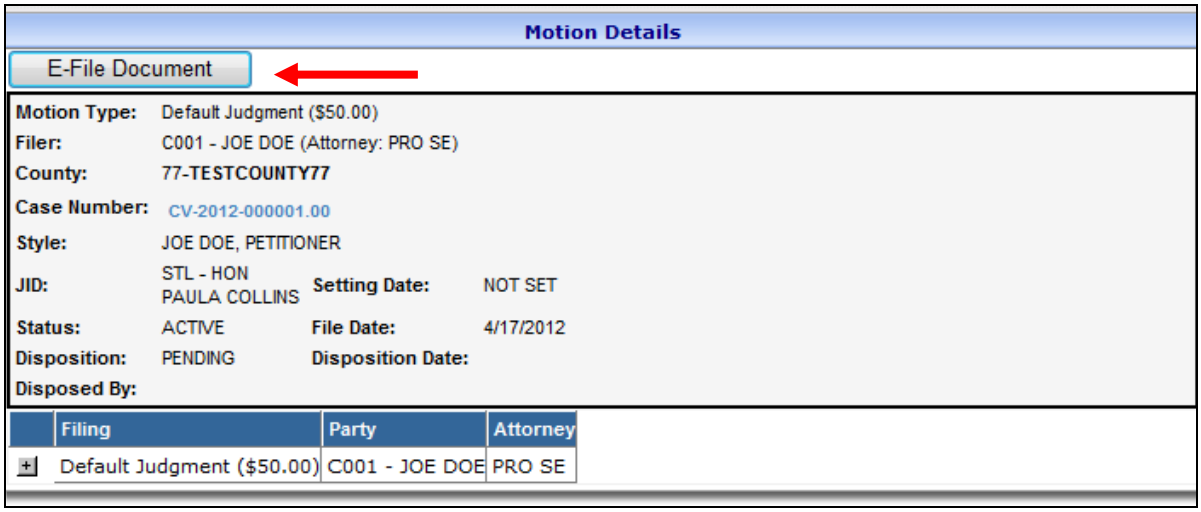
NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

AlaFile will display all previously e-filed motions in the case. Click the desired motion under the **Motion Type** column that you wish to e-file into.


AlaFile
brought to you by alacourt.com
Logout | E-File Information
Complaints
Discovery
Motions
Post Judgment
Miscellaneous
Email
Update Account
Payment History
Motions for 77-CV-2012-000001.00
County | Case Number | Style | Motion # | Motion Type | Filer | Status | Disposition | JID | Setting Date | Filing Date
77 | CV201200000100 | JOE DOE, PETITIONER | 1 | Add Party | XXX003 | ACTIVE | PENDING | STEPHEN "JUSTICE" LEVEQUE JR | | 3/21/2012 4:48:04 PM
77 | CV201200000100 | JOE DOE, PETITIONER | 2 | Default Judgment ($50.00) | C001 - JOE DOE PRO SE | ACTIVE | PENDING | STEPHEN "JUSTICE" LEVEQUE JR | | 4/17/2012 12:00:00 AM
77 | CV201200000100 | JOE DOE, PETITIONER | 3 | Default Judgment ($50.00) | C001 - JOE DOE C001 - JOE DOE PRO SE | ACTIVE | PENDING | STEPHEN "JUSTICE" LEVEQUE JR | | 4/17/2012 12:00:00 AM
77 | CV201200000100 | JOE DOE, PETITIONER | 4 | Default Judgment ($50.00) | C001 - JOE DOE PRO SE | ACTIVE | PENDING | STEPHEN "JUSTICE" LEVEQUE JR | | 4/17/2012 12:00:00 AM
77 | CV201200000100 | JOE DOE, PETITIONER | 5 | Default Judgment ($50.00) | C001 - JOE DOE C001 - JOE DOE PRO SE | ACTIVE | PENDING | STEPHEN "JUSTICE" LEVEQUE JR | | 4/17/2012 12:00:00 AM

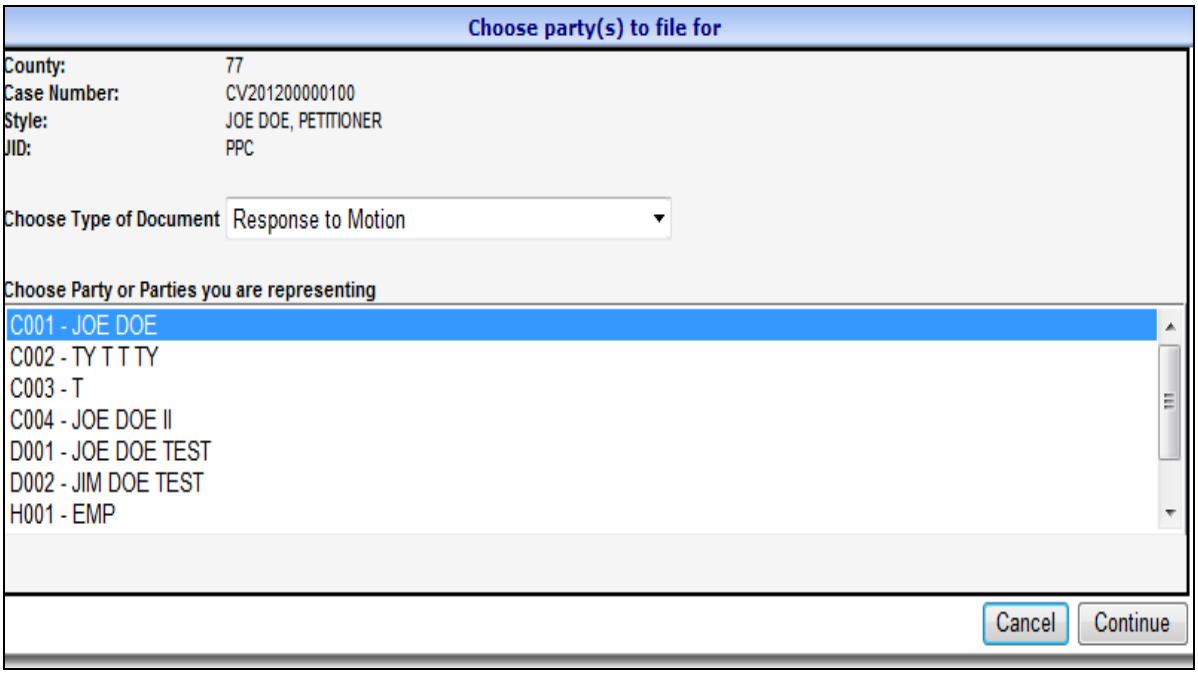
6. Double check the motion details. If the case and motion type information listed on the screen is correct, click **E-File Document** to proceed to the next step.



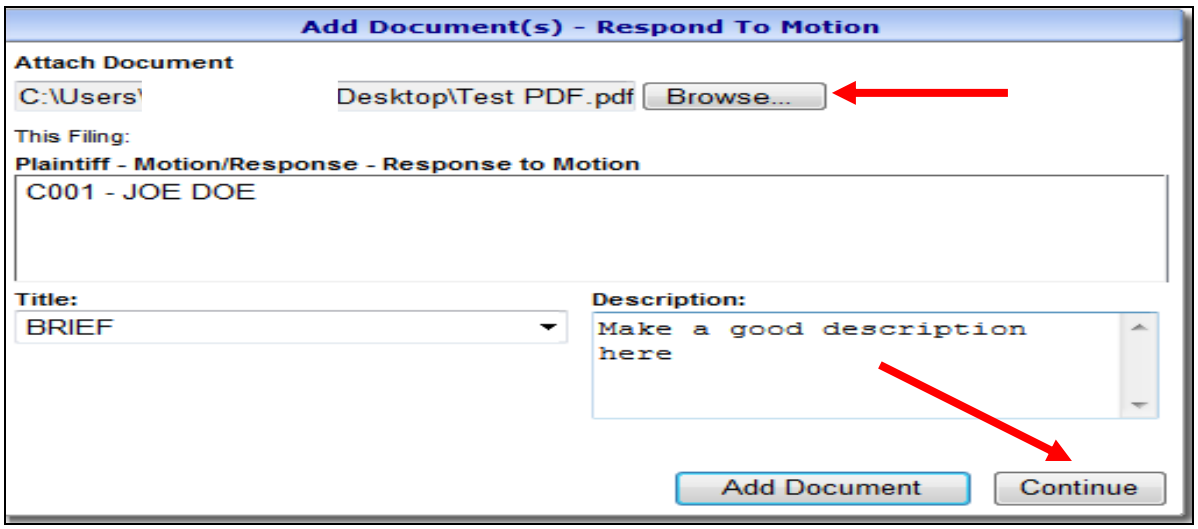
7. Choose the **Type of Document** from the drop down list.

8. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

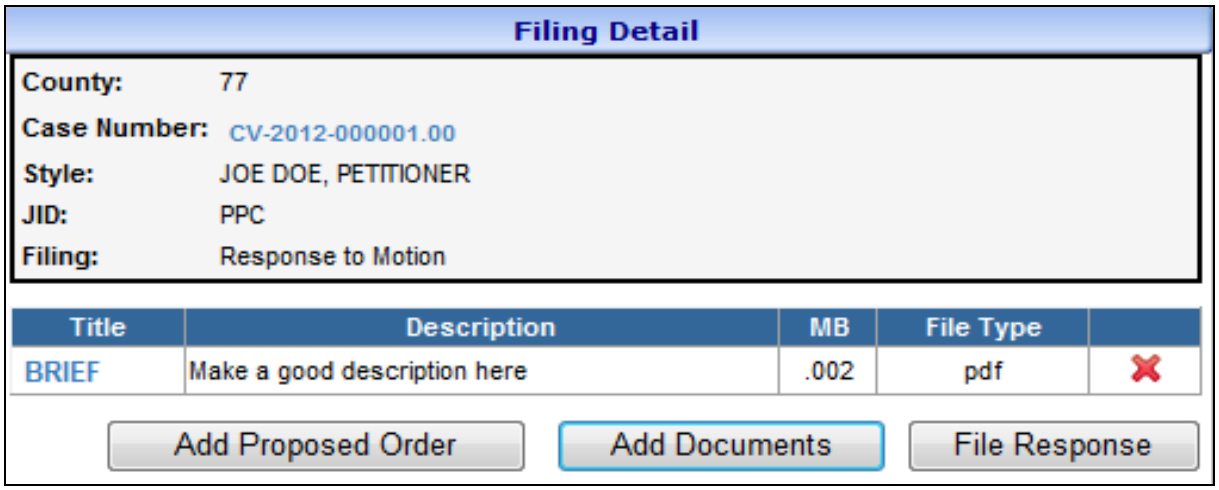
9. Click **Continue.**



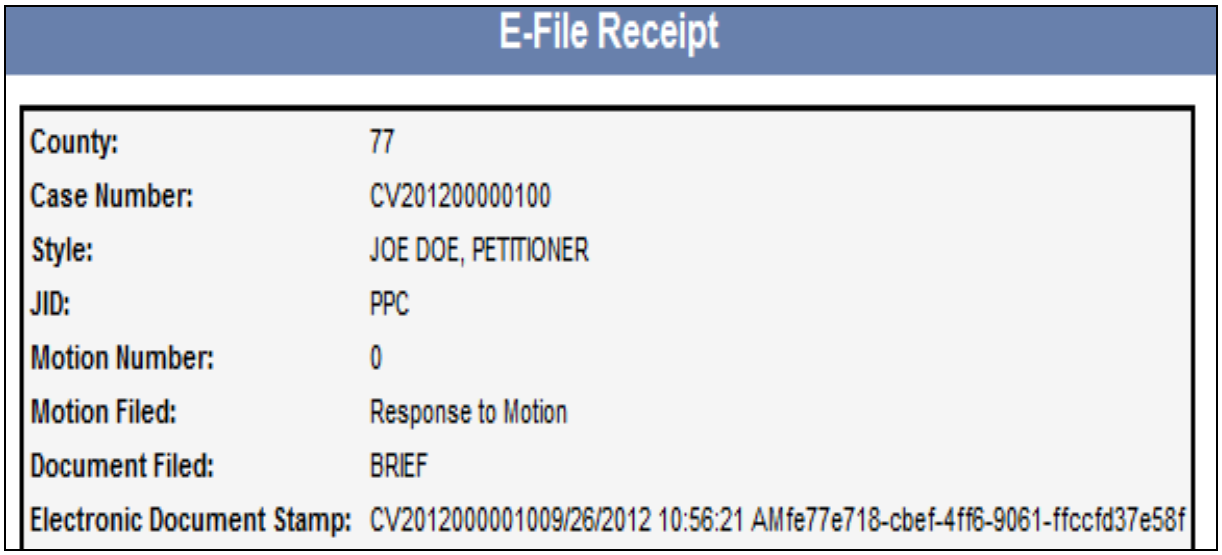
10. To locate your reply/response/supplement to motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



11. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the response by clicking **File Response.** Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.



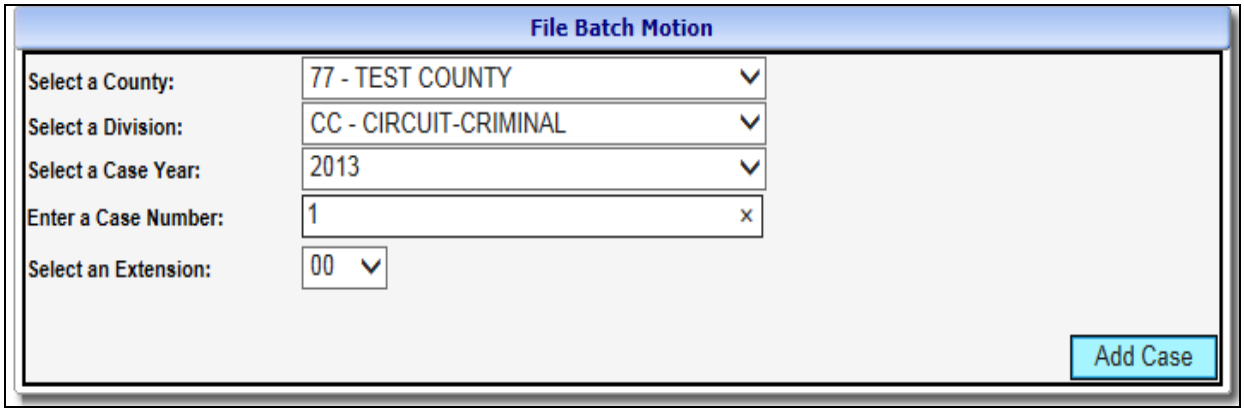
After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.



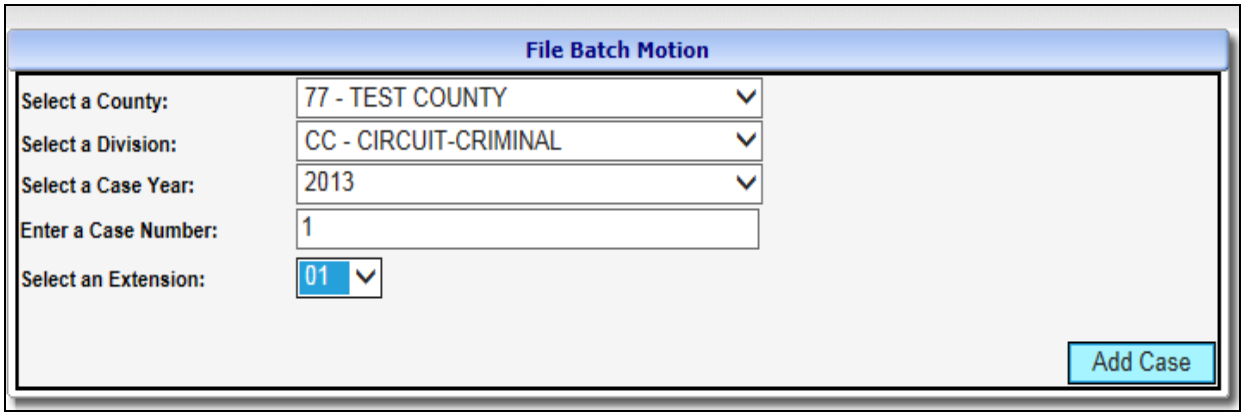
Batch Motions

1. Hover your mouse over the **Motions** menu on the main navigation bar.
2. Hover your mouse over **File Batch Motion** and single click.

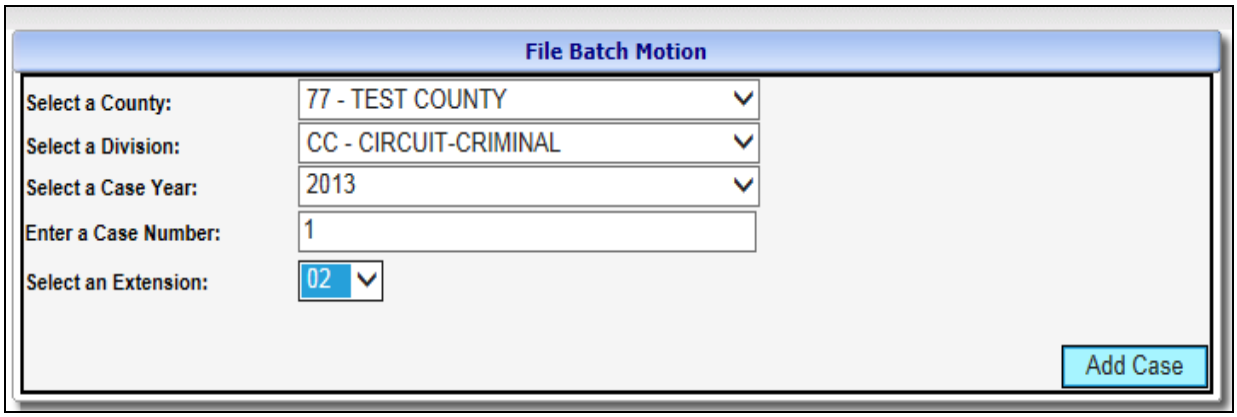
3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Add Case.**



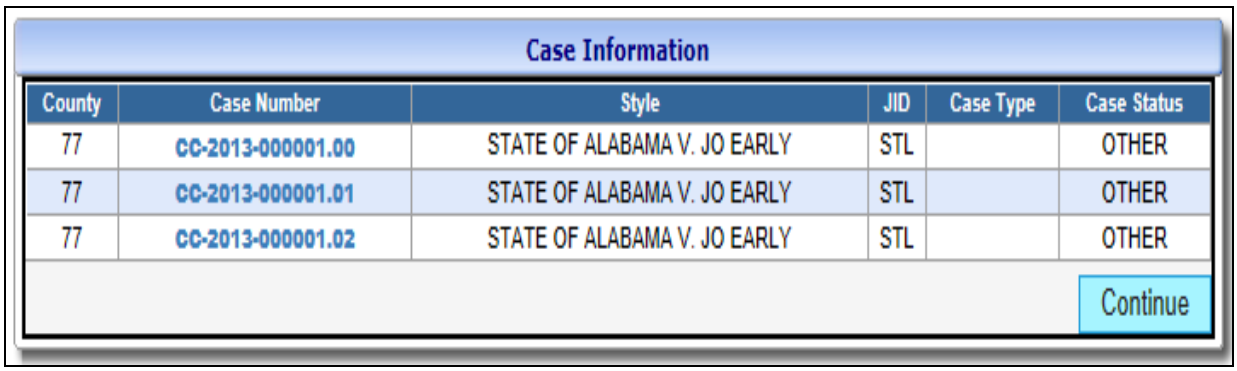
5. Enter in the additional case details by selecting the county, division, year and case number. Notice the .01 case extension will be added to the master .00 filing.
6. Click **Add Case.**



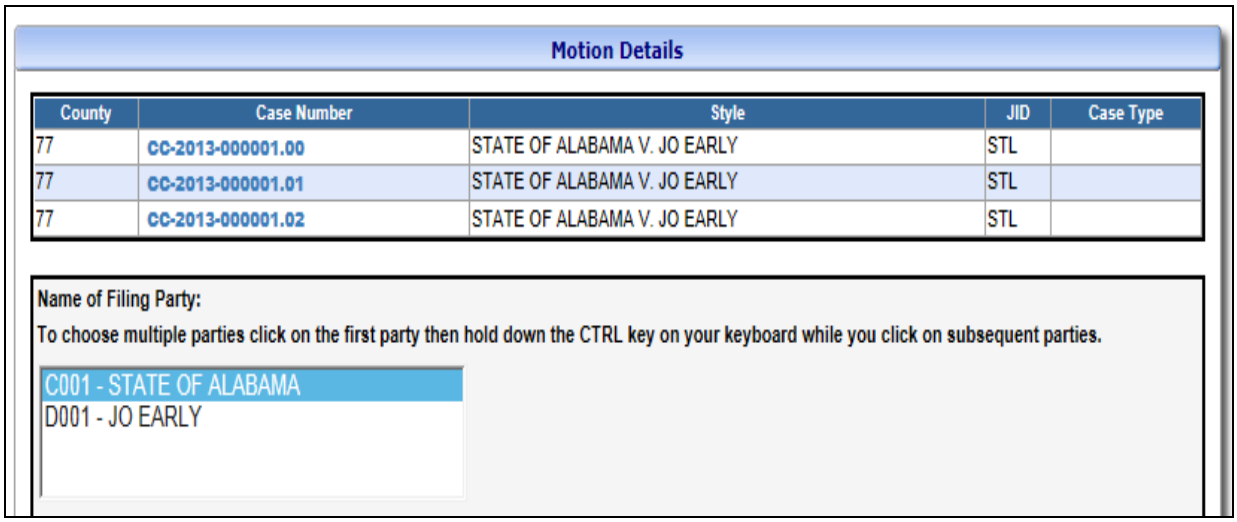
7. Enter in the additional case details by selecting the county, division, year and case number. Notice the .02 case extension will be added to the master .00 filing.
8. Click **Add Case.**



9. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**

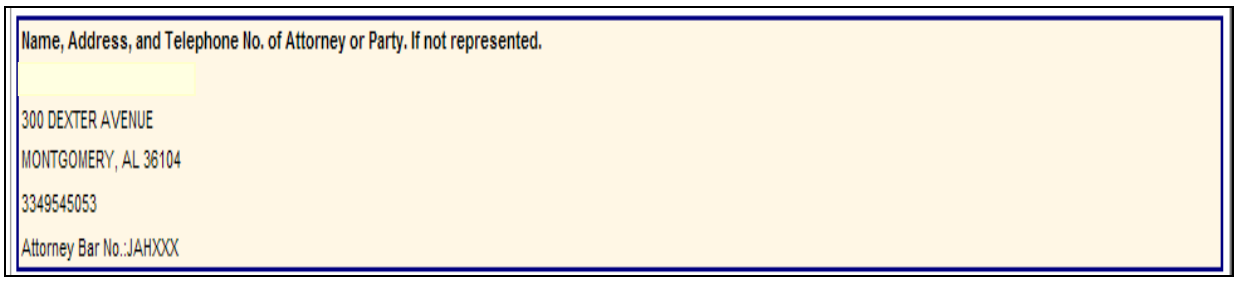


10. Select the **Party** you are filing for.

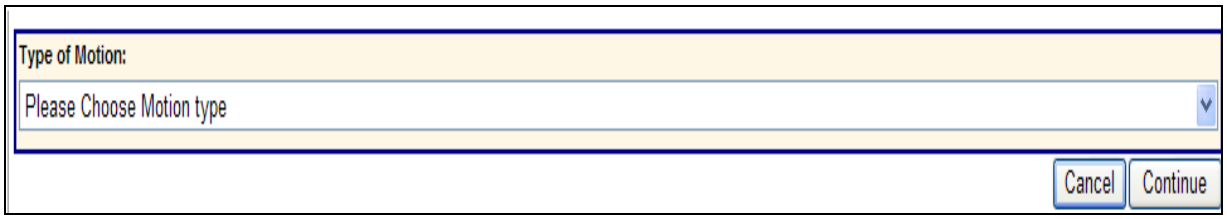


11. If Oral Arguments are requested, click the **Oral Arguments Requested** checkbox.

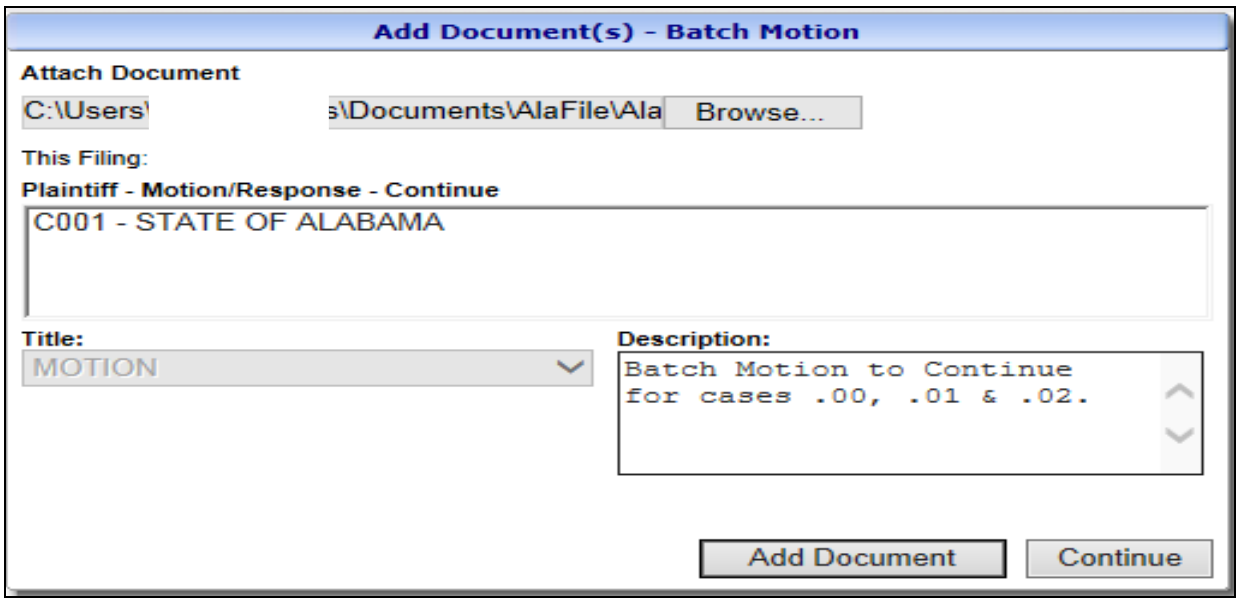
The attorney information will be displayed as a courtesy.


Name, Address, and Telephone No. of Attorney or Party. If not represented.
300 DEXTER AVENUE
MONTGOMERY, AL 36104
3349545053
Attorney Bar No.:JAHXXX

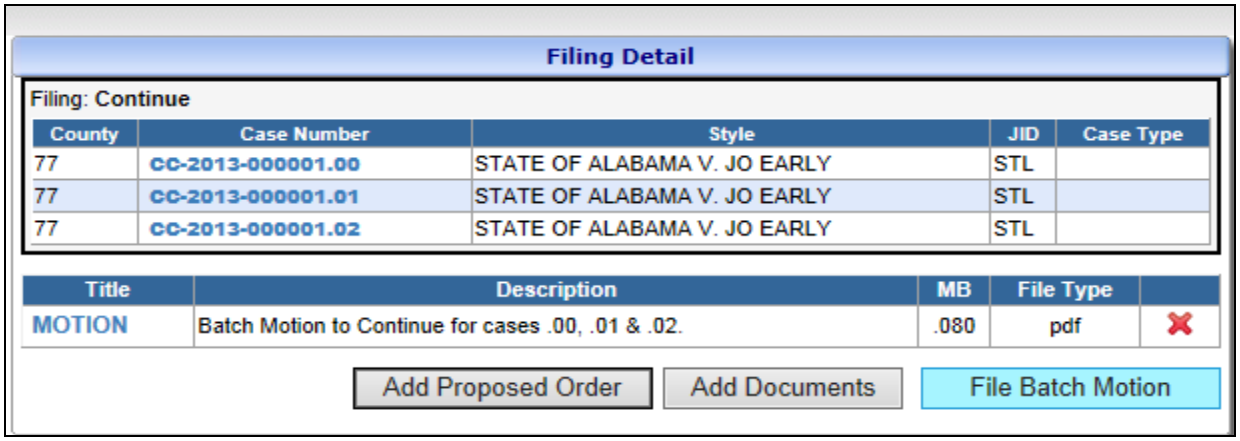
12. Select the specific type of motion being filed from the motion dropdown list.
13. Click **Continue.**



14. To locate your motion, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



15. At the Filing Detail screen, if the attached document needs to be replaced for any reason, click the **red X** to remove the document and then select the **Add Document** button to browse to attach the replacement pdf document from your computer before selecting the **File Batch Motion** button. You may attach a proposed order by clicking Add Proposed Order. Please ensure the correct documents were uploaded before proceeding.



Additional considerations:

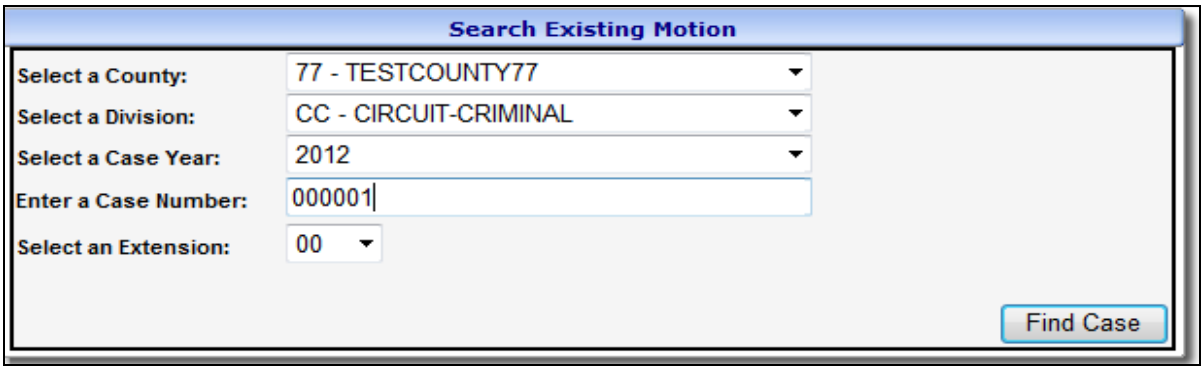
I. This feature is geared primarily towards criminal divisions that have the same case style through different cases or point extensions.

II. A good rule of thumb is batch orders on batch motions require the same disposition. It is impossible to rule on a batch motion with different dispositions (i.e. a different order for .01 then .02).

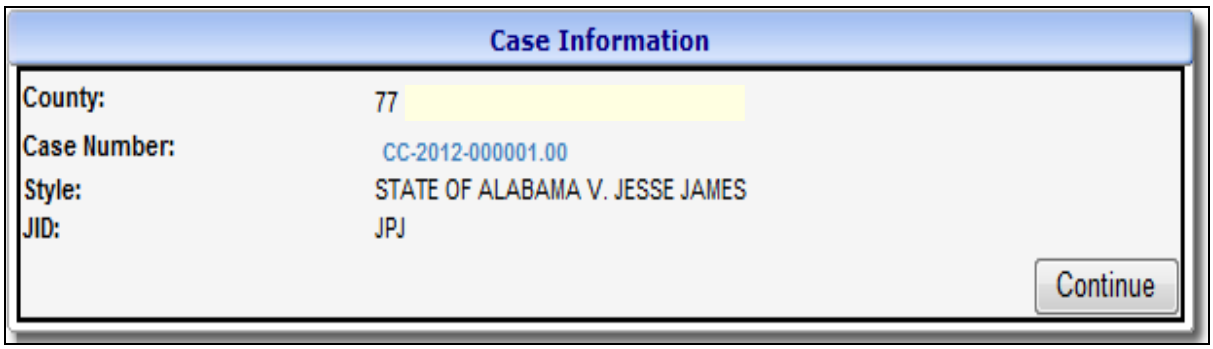
Search Existing Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **Search Existing Motions** and single click.

3. Enter in the case details by selecting the county, division, year, and case number.
4. Click **Find Case.**



5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**

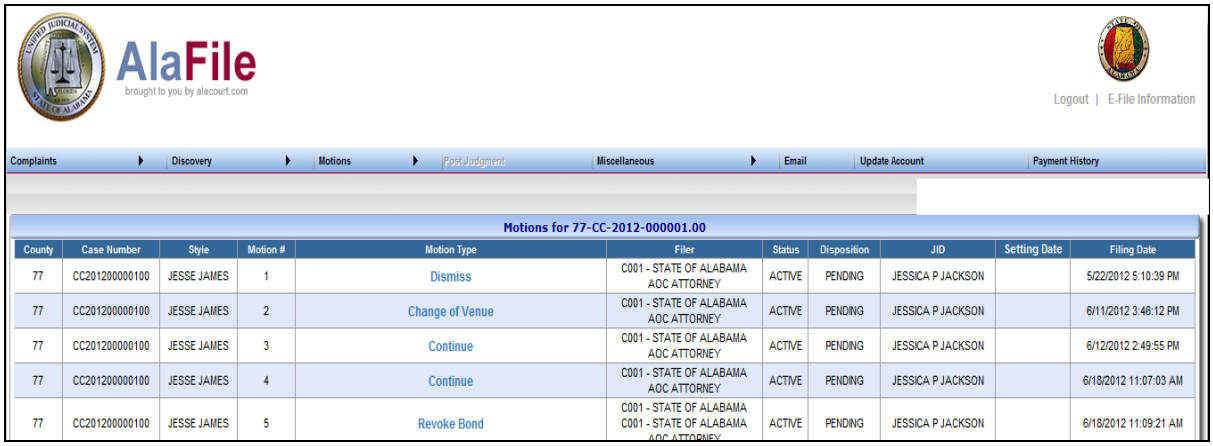


NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to

those persons by AlaFile. No further action is needed by the filer for service on these persons.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

6. AlaFile will display all motions that have previously been e-filed in the case.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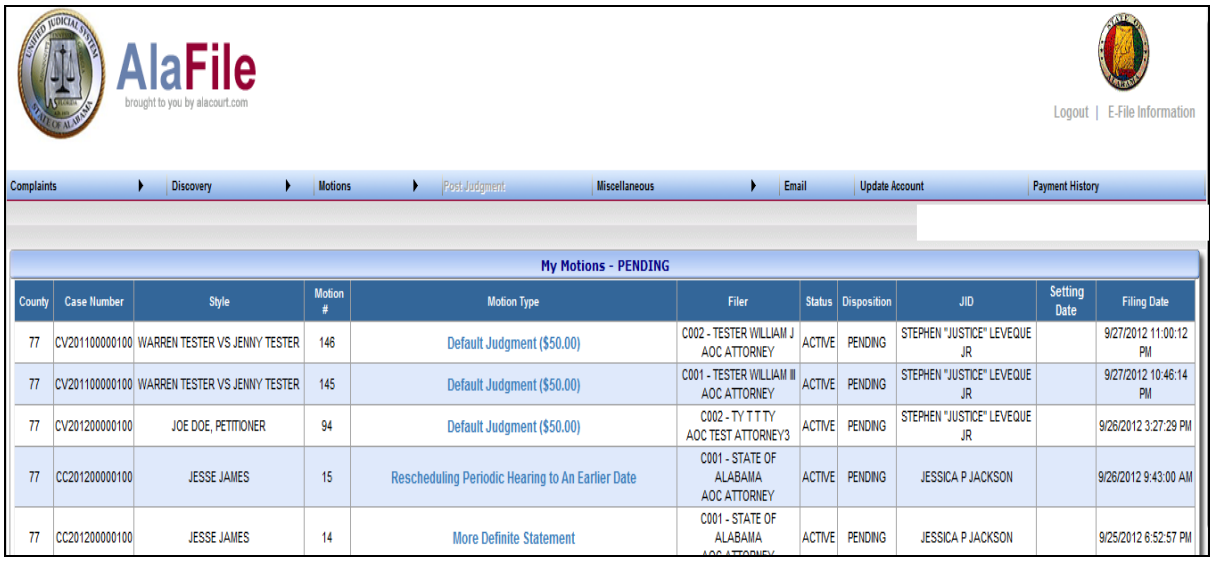
Logout | E-File Information
Complaints
Discovery
Motions
Post Judgment
Miscellaneous
Email
Update Account
Payment History
Motions for 77-CC-2012-000001.00
County | Case Number | Style | Motion # | Motion Type | Filer | Status | Disposition | JID | Setting Date | Filing Date
77 | CC201200000100 | JESSE JAMES | 1 | Dismiss | C001 - STATE OF ALABAMA AOC ATTORNEY | ACTIVE | PENDING | JESSICA P JACKSON | | 5/22/2012 5:10:39 PM
77 | CC201200000100 | JESSE JAMES | 2 | Change of Venue | C001 - STATE OF ALABAMA AOC ATTORNEY | ACTIVE | PENDING | JESSICA P JACKSON | | 6/11/2012 3:46:12 PM
77 | CC201200000100 | JESSE JAMES | 3 | Continue | C001 - STATE OF ALABAMA AOC ATTORNEY | ACTIVE | PENDING | JESSICA P JACKSON | | 6/12/2012 2:49:55 PM
77 | CC201200000100 | JESSE JAMES | 4 | Continue | C001 - STATE OF ALABAMA AOC ATTORNEY | ACTIVE | PENDING | JESSICA P JACKSON | | 6/18/2012 11:07:03 AM
77 | CC201200000100 | JESSE JAMES | 5 | Revoke Bond | C001 - STATE OF ALABAMA C001 - STATE OF ALABAMA | ACTIVE | PENDING | JESSICA P JACKSON | | 6/18/2012 11:09:21 AM

View Pending Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Pending Motions** and single click.

AlaFile displays all pending motions, awaiting a court ruling, that have been e-filed or e-docketed by the clerk in any case where the user is listed as an attorney of record in SJIS. By clicking on the blue linkable motion type, the user may view the motion or file a response, reply or supplement to the motion.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Motions
Post Judgment
Miscellaneous
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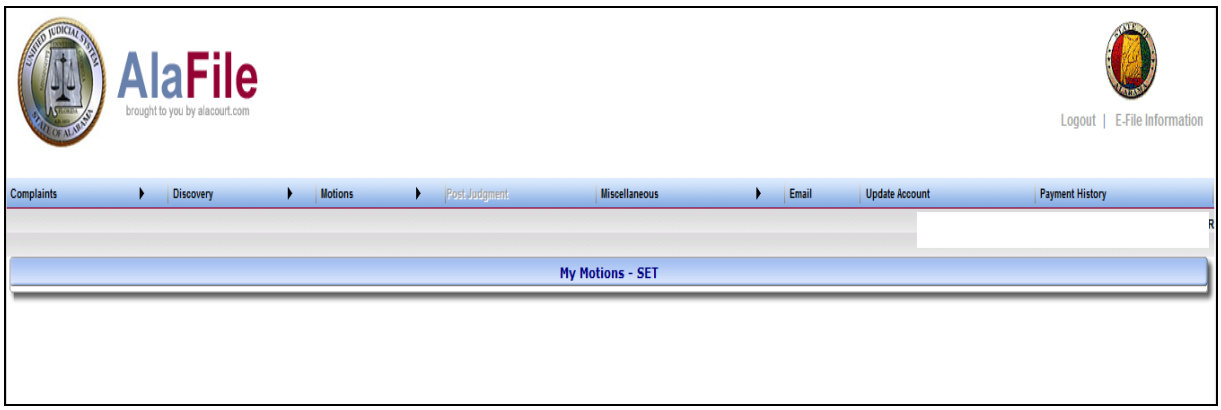
My Motions - PENDING
County
Case Number
Style
Motion #
Motion Type
Filer
Status
Disposition
JID
Setting Date
Filing Date
77 CV201100000100 WARREN TESTER VS JENNY TESTER 146 Default Judgment ($50.00) C002 - TESTER WILLIAM J AOC ATTORNEY ACTIVE PENDING STEPHEN "JUSTICE" LEVEQUE JR 9/27/2012 11:00:12 PM
77 CV201100000100 WARREN TESTER VS JENNY TESTER 145 Default Judgment ($50.00) C001 - TESTER WILLIAM III AOC ATTORNEY ACTIVE PENDING STEPHEN "JUSTICE" LEVEQUE JR 9/27/2012 10:46:14 PM
77 CV201200000100 JOE DOE, PETITIONER 94 Default Judgment ($50.00) C002 - TY T T TY AOC TEST ATTORNEY3 ACTIVE PENDING STEPHEN "JUSTICE" LEVEQUE JR 9/26/2012 3:27:29 PM
77 CC201200000100 JESSE JAMES 15 Rescheduling Periodic Hearing to An Earlier Date C001 - STATE OF ALABAMA AOC ATTORNEY ACTIVE PENDING JESSICA P JACKSON 9/26/2012 9:43:00 AM
77 CC201200000100 JESSE JAMES 14 More Definite Statement C001 - STATE OF ALABAMA ACTIVE PENDING JESSICA P JACKSON 9/25/2012 6:52:57 PM

View Set Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Set Motions** and single click.

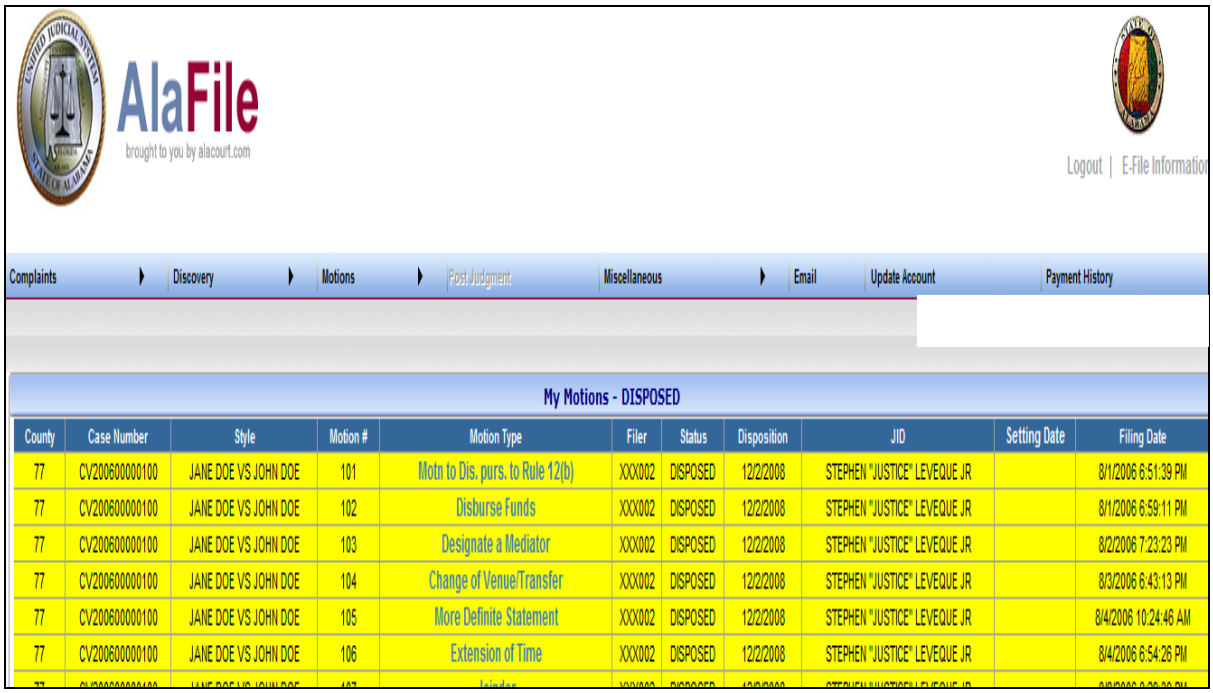
AlaFile will display all e-filed or e-docketed motions in any case where the user is listed in SJIS as the attorney of record and set for a court docket hearing date.



View Disposed Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View Disposed Motions** and single click.

AlaFile will display all e-filed or e-docketed motions that have been disposed of in any case where the user is listed as the attorney of record in SJIS.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Motions
Post Judgment
Miscellaneous
Email
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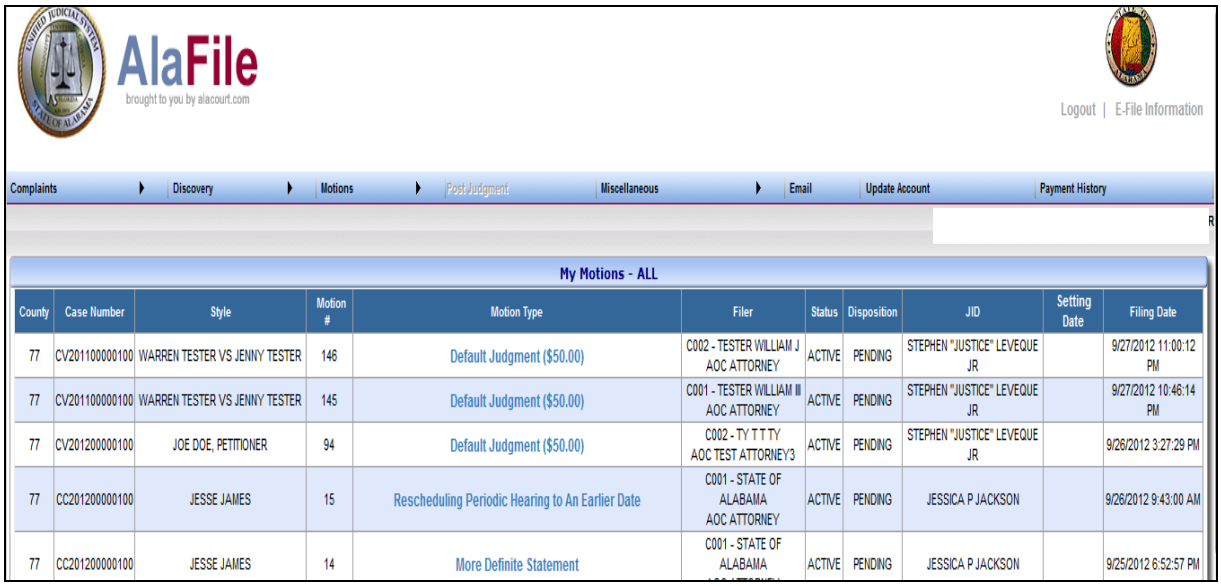
Payment History
My Motions - DISPOSED
County | Case Number | Style | Motion # | Motion Type | Filer | Status | Disposition | JID | Setting Date | Filing Date
77 | CV200600000100 | JANE DOE VS JOHN DOE | 101 | Motn to Dis. purs. to Rule 12(b) | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/1/2006 6:51:39 PM
77 | CV200600000100 | JANE DOE VS JOHN DOE | 102 | Disburse Funds | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/1/2006 6:59:11 PM
77 | CV200600000100 | JANE DOE VS JOHN DOE | 103 | Designate a Mediator | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/2/2006 7:23:23 PM
77 | CV200600000100 | JANE DOE VS JOHN DOE | 104 | Change of Venue/Transfer | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/3/2006 6:43:13 PM
77 | CV200600000100 | JANE DOE VS JOHN DOE | 105 | More Definite Statement | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/4/2006 10:24:46 AM
77 | CV200600000100 | JANE DOE VS JOHN DOE | 106 | Extension of Time | XXX002 | DISPOSED | 12/2/2008 | STEPHEN "JUSTICE" LEVEQUE JR | | 8/4/2006 6:54:26 PM

View All Motions

1. Hover your mouse over the **Motions** menu tab on the main navigation bar.
2. Hover your mouse over **View All Motions** and single click.

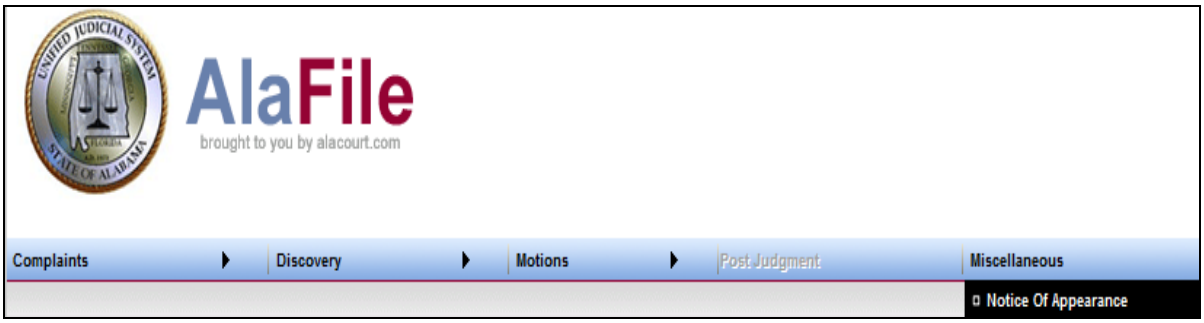
AlaFile will display all motions that have been e-filed or e-docketed in any case where the user is listed as an attorney of record in SJIS, regardless of case action status.



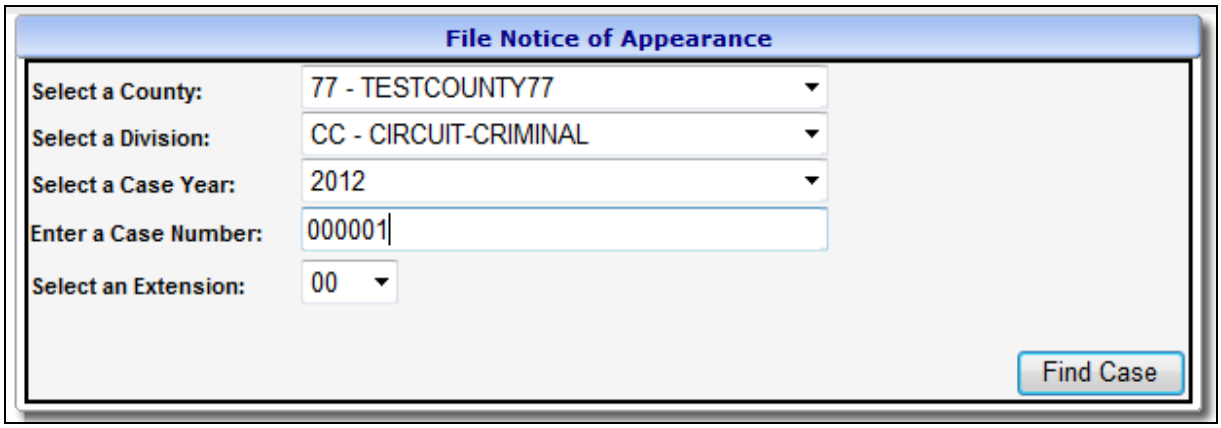
County	Case Number	Style	Motion #	Motion Type	Filer	Status	Disposition	JID	Setting Date	Filing Date
77	CV201100000100	WARREN TESTER VS JENNY TESTER	146	Default Judgment ($50.00)	C002 - TESTER WILLIAM J AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 11:00:12 PM
77	CV201100000100	WARREN TESTER VS JENNY TESTER	145	Default Judgment ($50.00)	C001 - TESTER WILLIAM III AOC ATTORNEY	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/27/2012 10:46:14 PM
77	CV201200000100	JOE DOE, PETITIONER	94	Default Judgment ($50.00)	C002 - TY T T TY AOC TEST ATTORNEY3	ACTIVE	PENDING	STEPHEN "JUSTICE" LEVEQUE JR		9/26/2012 3:27:29 PM
77	CC201200000100	JESSE JAMES	15	Rescheduling Periodic Hearing to An Earlier Date	C001 - STATE OF ALABAMA AOC ATTORNEY	ACTIVE	PENDING	JESSICA P JACKSON		9/26/2012 9:43:00 AM
77	CC201200000100	JESSE JAMES	14	More Definite Statement	C001 - STATE OF ALABAMA	ACTIVE	PENDING	JESSICA P JACKSON		9/25/2012 6:52:57 PM

Notice of Appearance

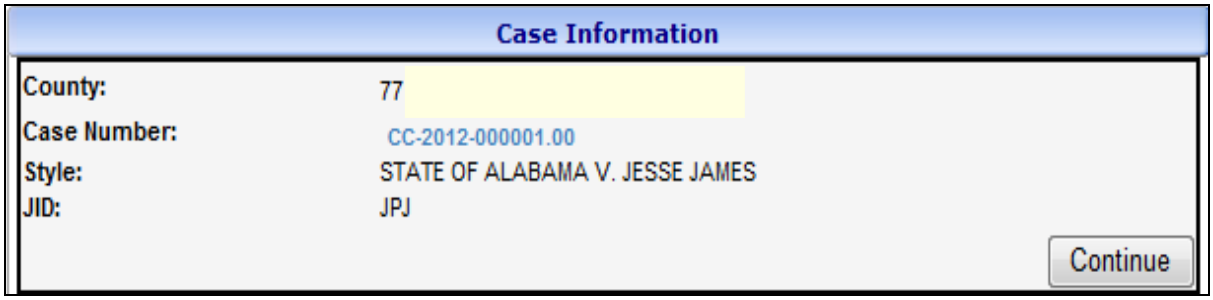
1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Notice of Appearance** and single click.



3. Enter in the case details by selecting the county, division, year and case number.
4. Click **Find Case.**



5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**



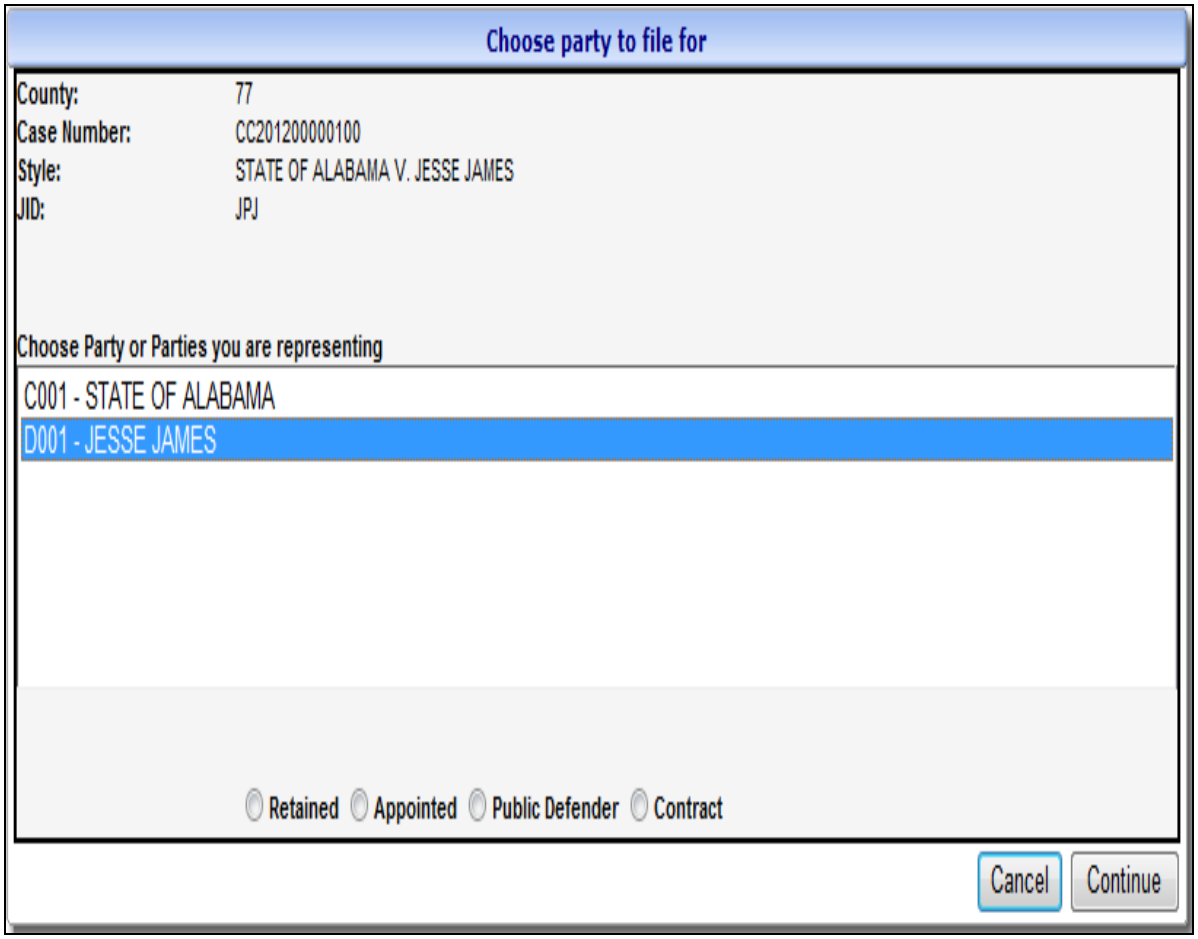
NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service.

If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

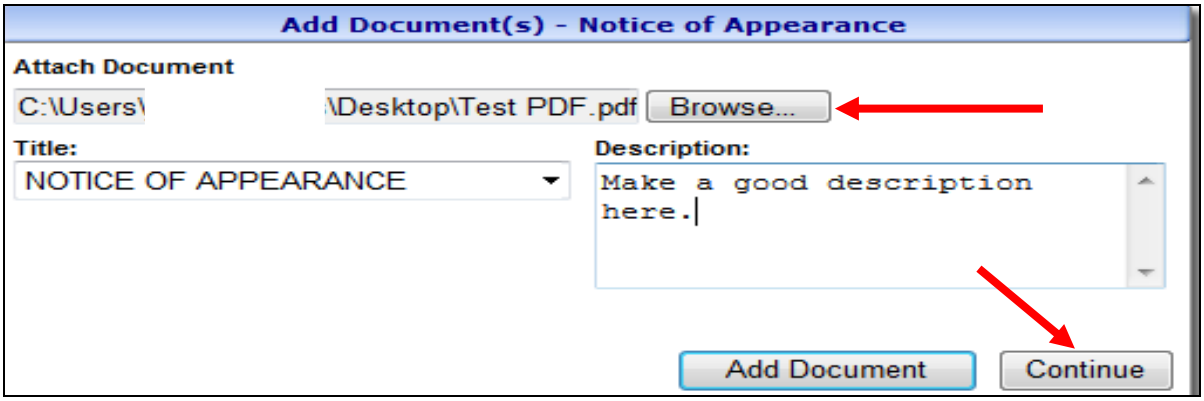
6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. For criminal cases check the appropriate radio button to determine if you are **retained, appointed, public defender or contract counsel.**

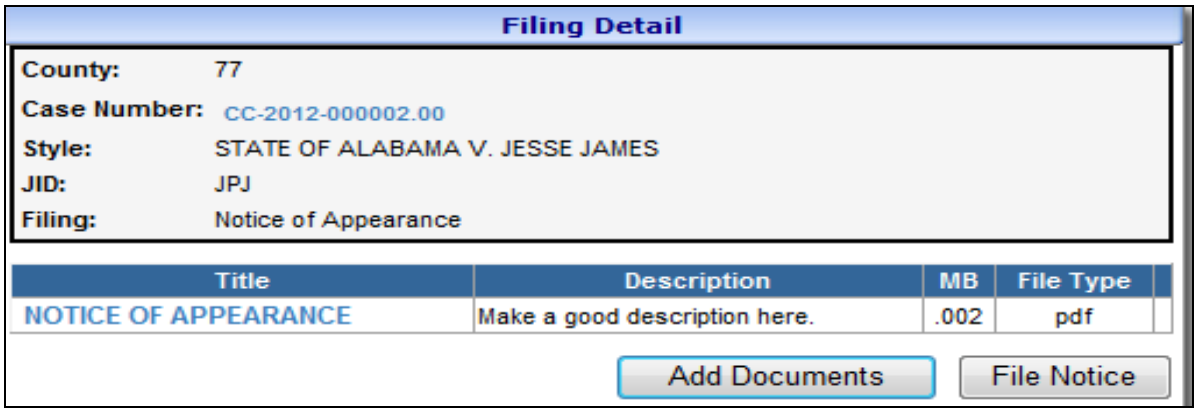
8. Click **Continue.**



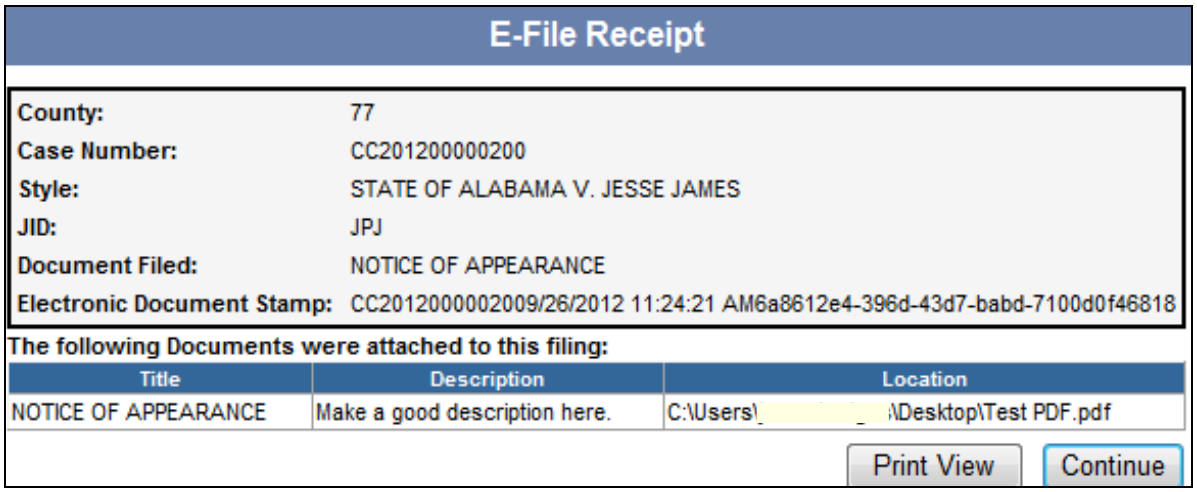
9. To locate your notice of appearance, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



10. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the notice of appearance by clicking **File Notice.** Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

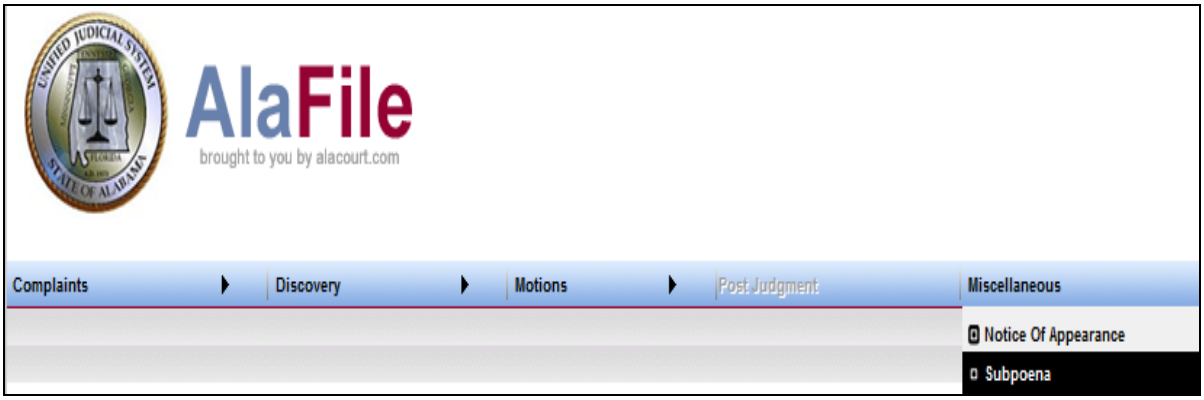


After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.



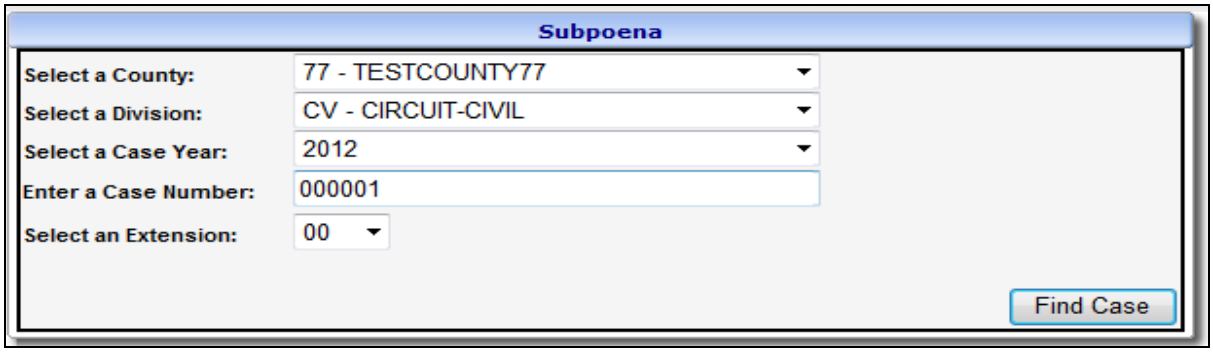
Subpoena

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Subpoena** and single click.

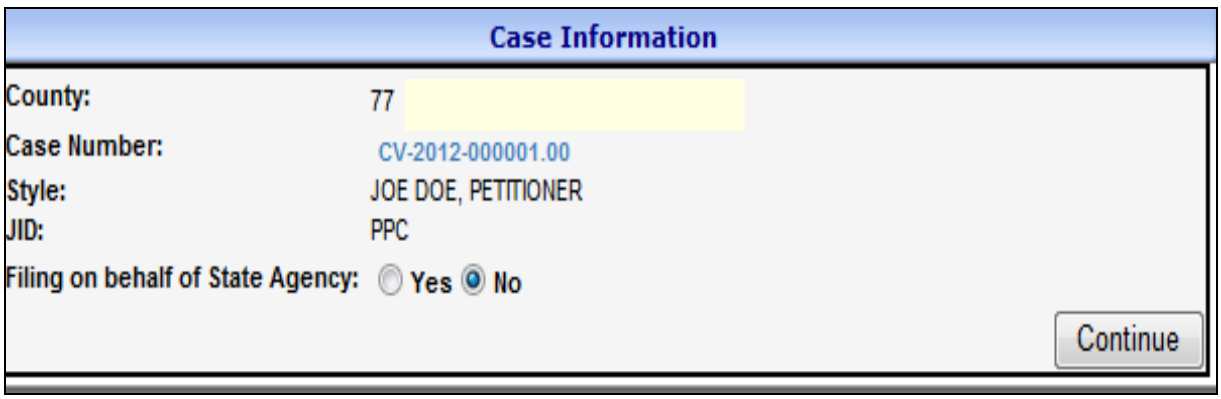


3. Enter in the case details by selecting the county, division, year and case number.

4. Click **Find Case.**



5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**

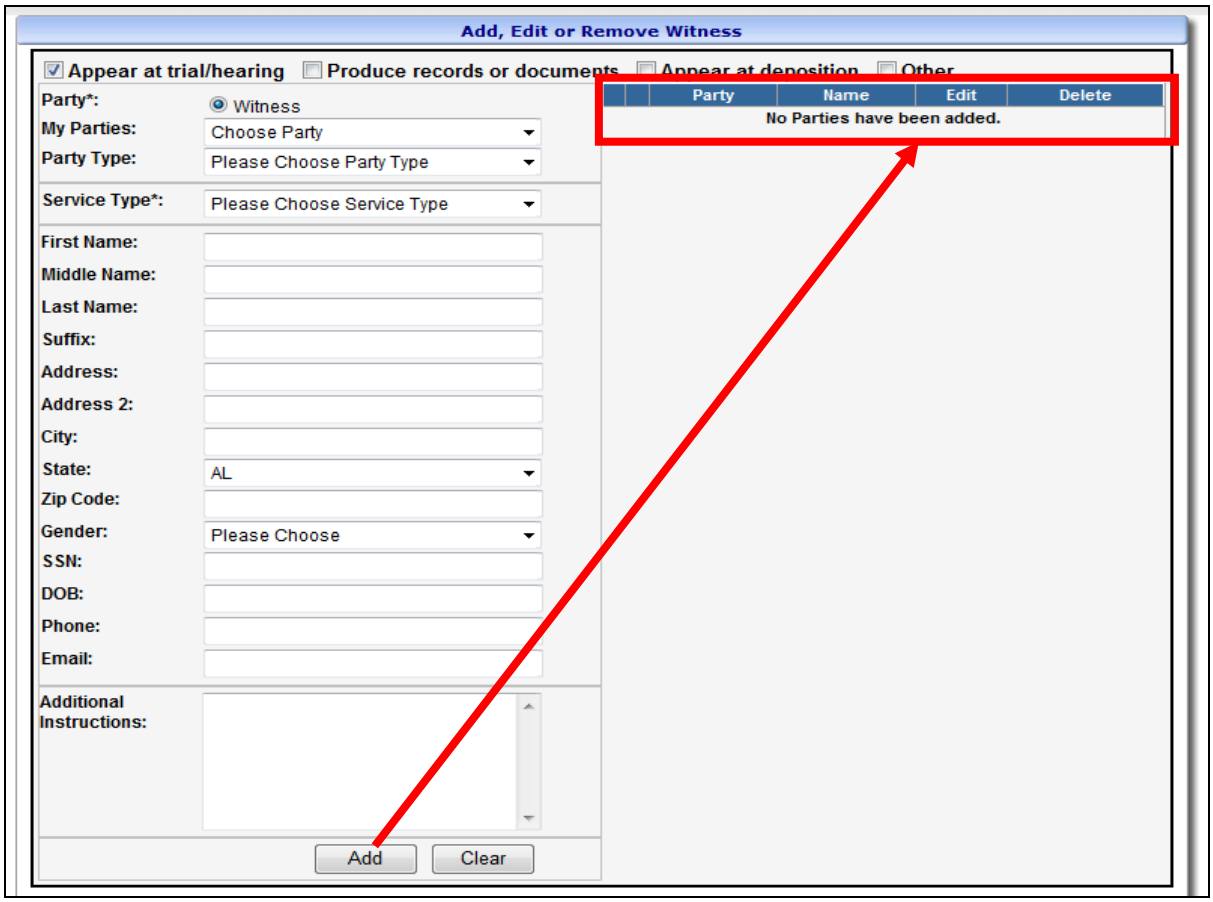


6. Enter the appearance date and time, courtroom location and address.
    a. ***It is important to make sure the courthouse address suggested is correct. If the address suggested is NOT correct please change.***
7. **Highlight the party** requesting the subpoena.
8. Double check before proceeding and edit as necessary.
9. Click **Continue.**

Adding Witnesses to the Subpoena

10. Select the **appropriate checkbox** for this subpoena. The current options listed within AlaFile are:
    a. Appear at Trial/Hearing
    b. Produce Records or Documents
    c. Appear at Deposition
    d. Other

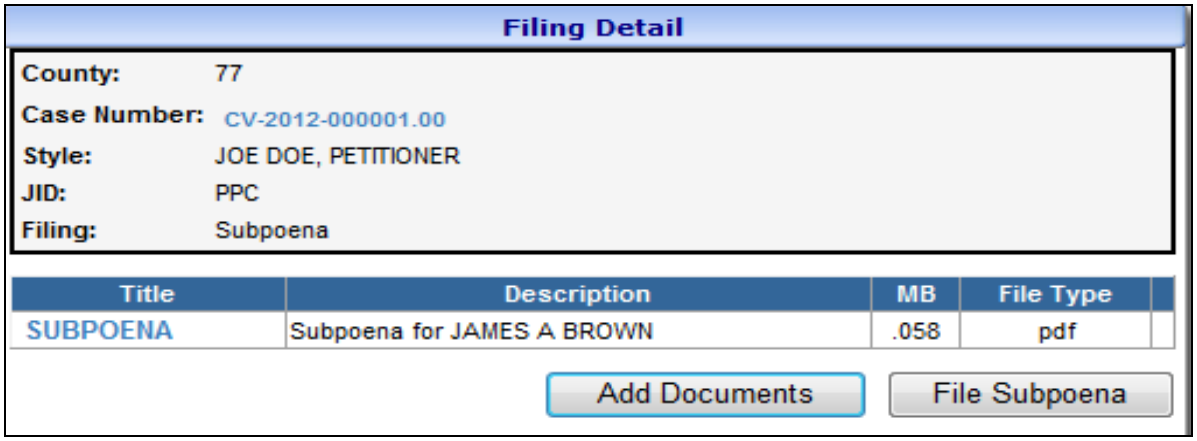
11. Select the **Party Type** drop down (business or individual).
12. Select the **Service Type** requested for this subpoena (private processor or sheriff).
13. Type the **Party Information** in the boxes provided (all fields marked with an asterisk (*) are required fields).
14. If needed, **type additional instructions** into the text box.
15. Click the **Add** button. This adds the party to the top.



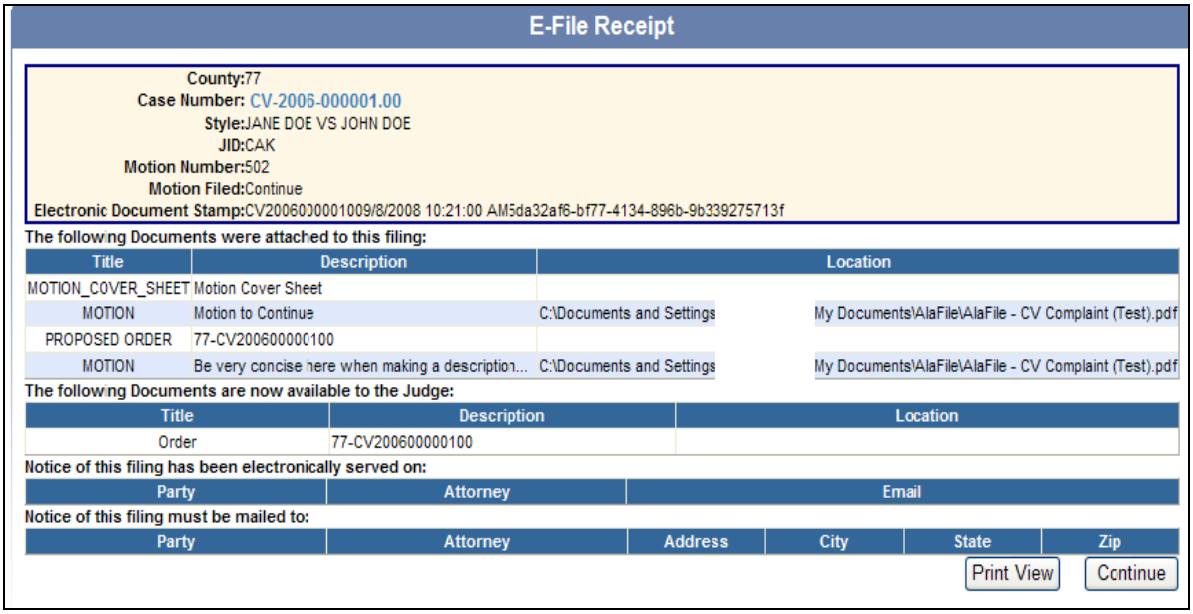
16. Additional witnesses may be added as needed by using the same logic as described above.

17. Verify all information is correct then click **Continue**.

18. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the subpoena by clicking **File Subpoena.**



After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

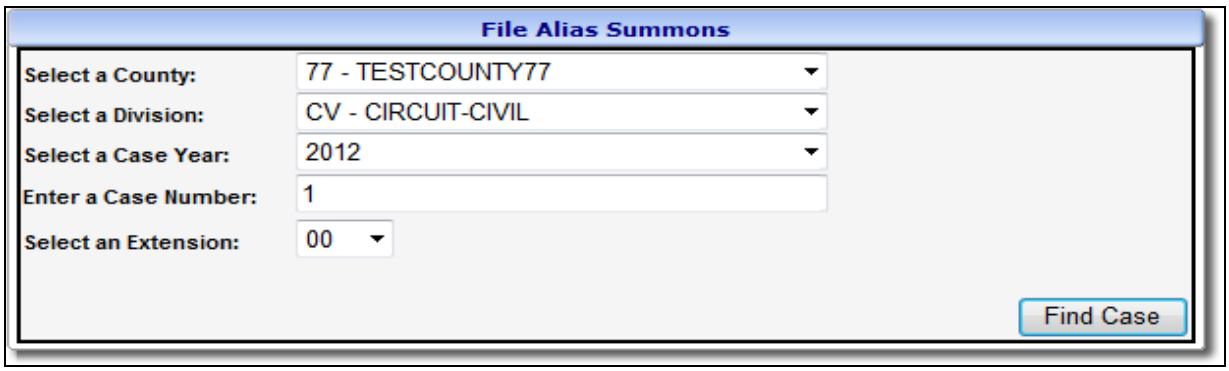


Alias Summons

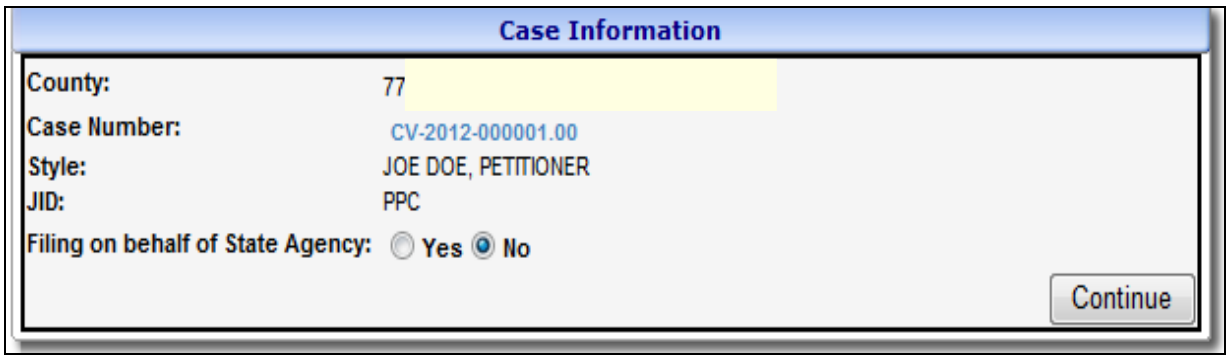
1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Alias Summons** and single click.

3. Enter in the case details by selecting the county, division, year and case number.

4. Click **Find Case.**



5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**



6. Please read the instructions hyperlinked before attempting to e-file an alias summons.

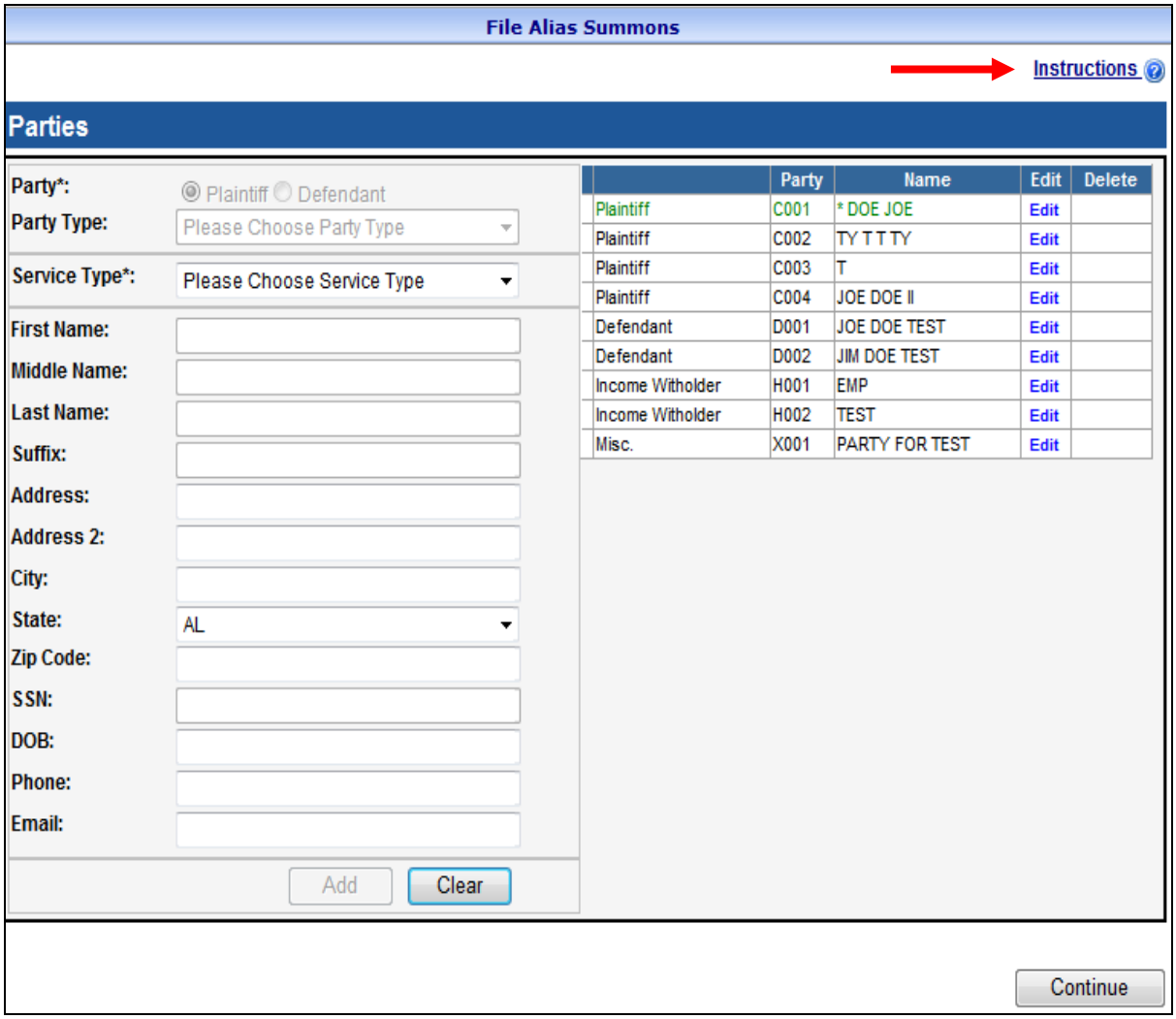
7. To change existing party information, click **Edit** by the corresponding case party name you wish to change. For this example, John Doe's information will be updated.

8. Once the name has been highlighted, the party's address can be changed. Once the address has been updated, click **Update Party**.

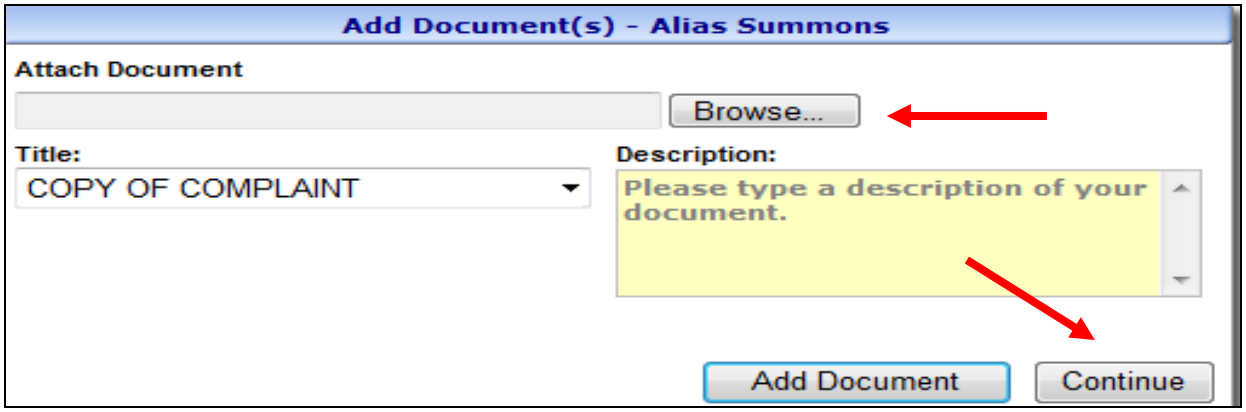
9. After the party's information has been updated, an **asterisk** will appear by the name as shown below.

10. The case party(ies) that have been updated will reflect **green**.

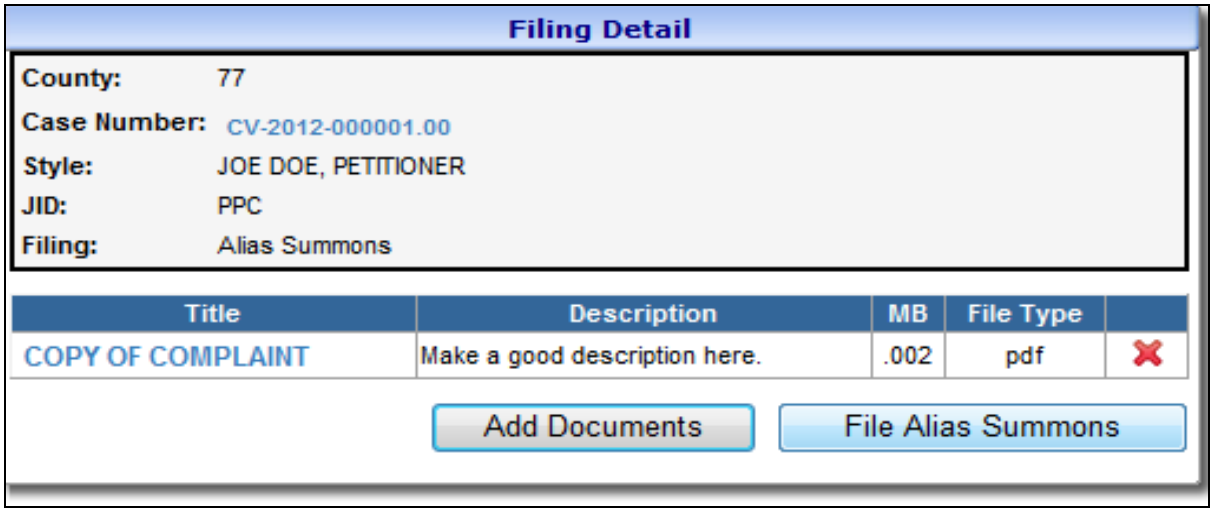
11. Once the desired changes are completed, click **Continue**.



12. To locate your alias summons, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



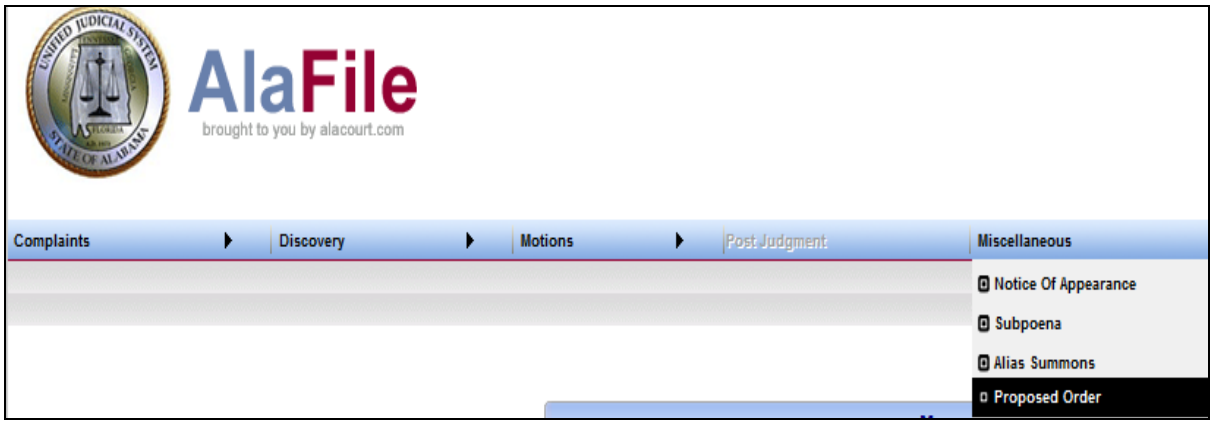
13. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the alias summons by clicking **File Alias Summons.** Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.



After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

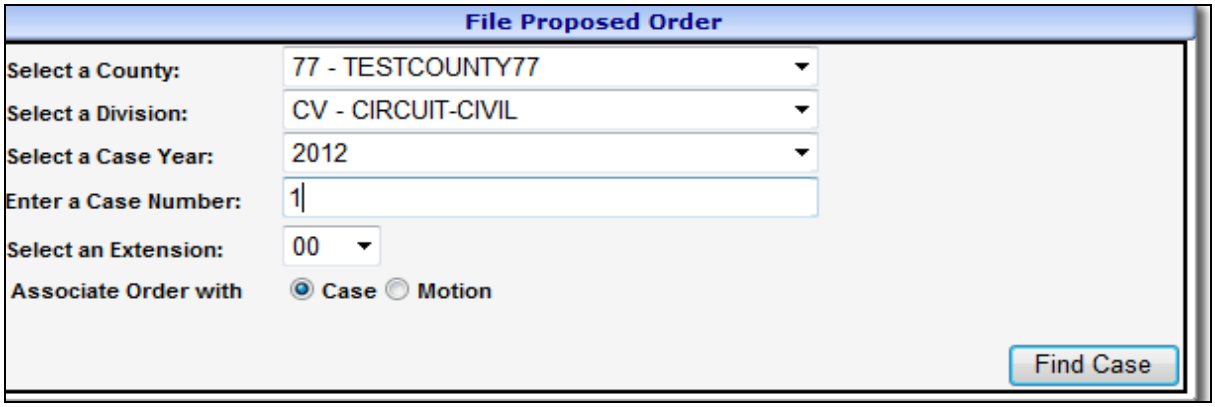
Proposed Order

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Proposed Order** and single click.



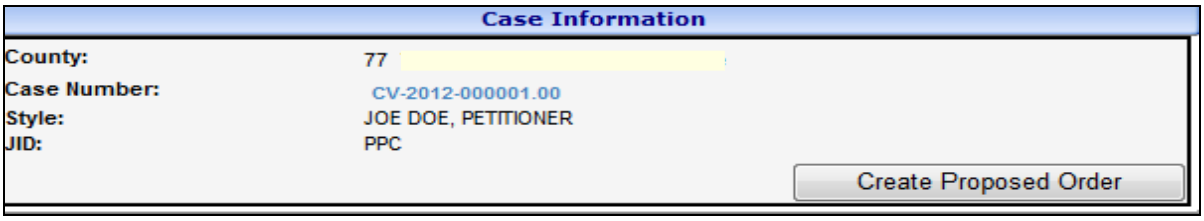
3. Enter in the case details by selecting the county, division, year and case number.

4. Click **Find Case.**

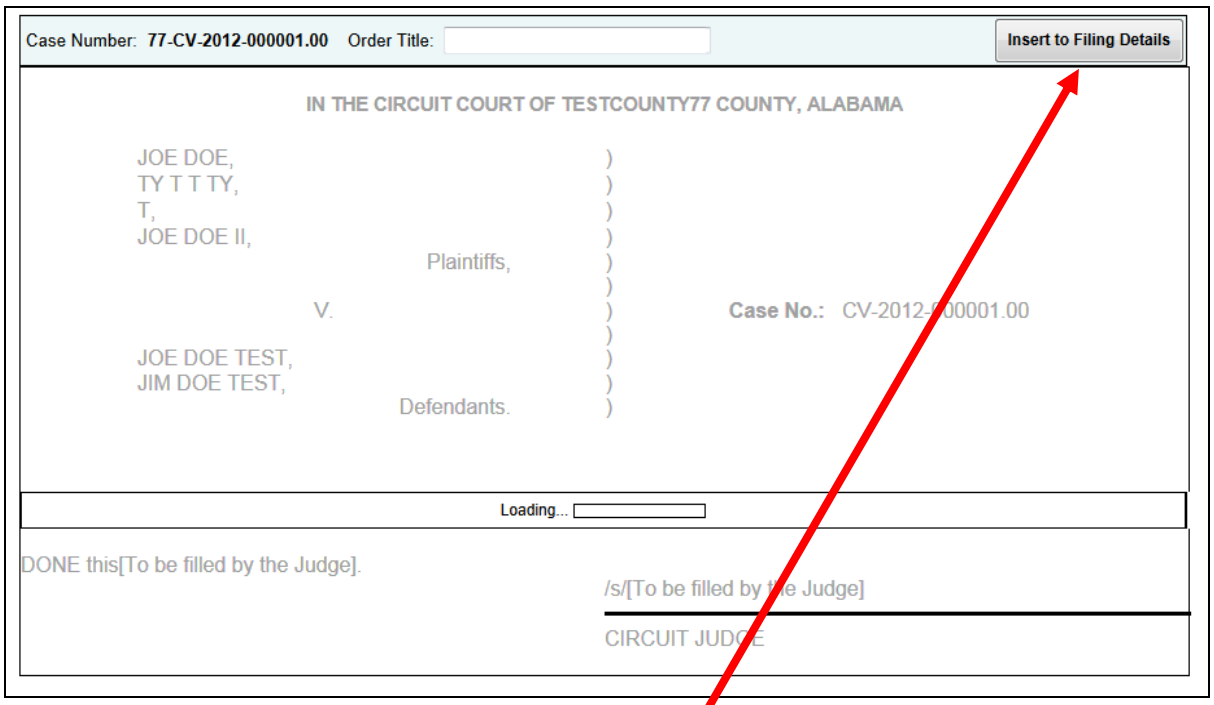


NOTE: The user has the option to file a proposed order that is associated with a **Case** or **Motion.** Depending on the case situation, the attorney can e-file a proposed order as a separate document **or** they can associate the proposed order with a specific motion. Use the **Motion** option when the proposed order relates to a specific motion. Otherwise, select **Case**. In this example, the process for submitting a proposed order as a **Case** separate document in a case will be demonstrated.

5. Verify the case details and click **Create Proposed Order.**

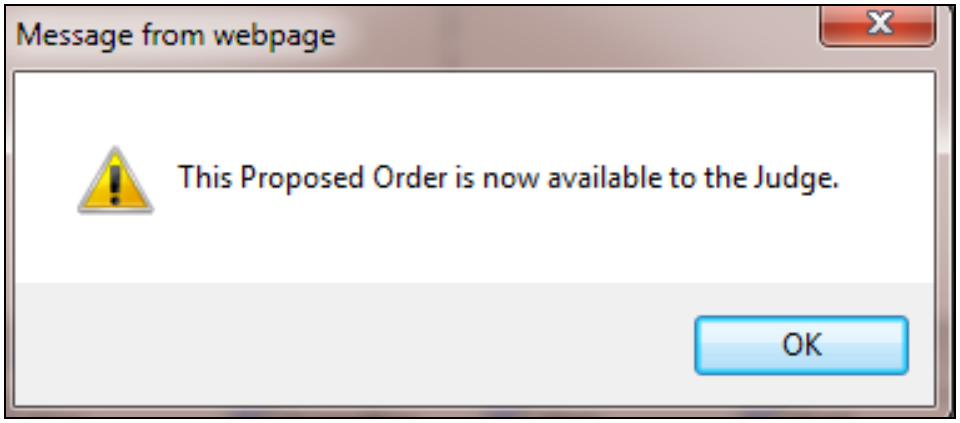


6. Type directly into the body of the order, or cut and paste the proposed order from your word processing program (i.e. Microsoft Word) into the body of the order below.



7. Once the text has been properly entered into the body of the proposed order, make an order title and click **Insert to Filing Details** in the top right corner of the window.

8. A popup confirmation will appear when the proposed order has been successfully submitted.

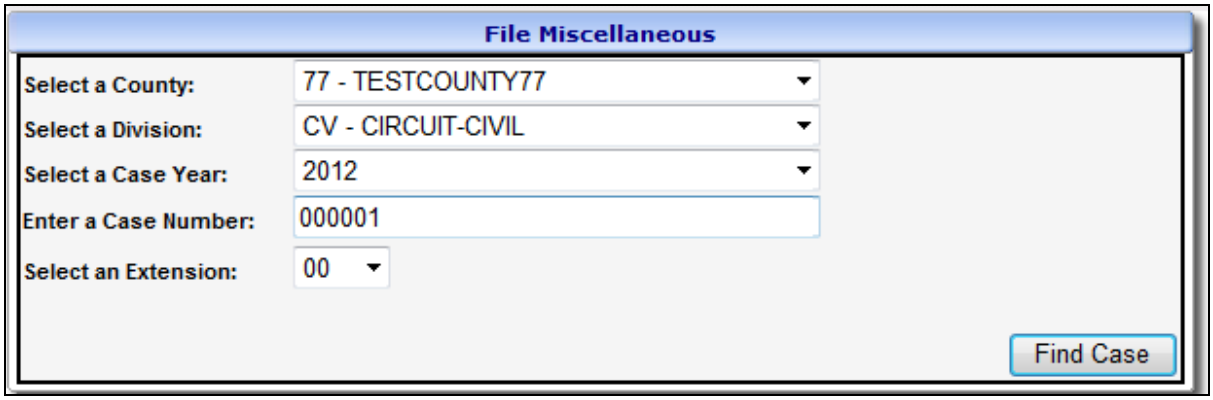


Miscellaneous Document

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Miscellaneous Document** and single click.

3. Enter in the case details by selecting the county, division, year and case number.

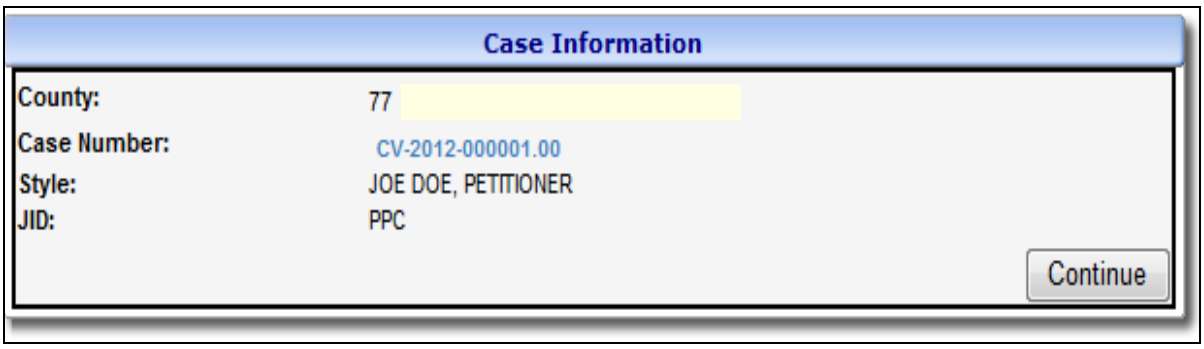
4. Click **Find Case.**



NOTE: If attorneys or parties **ARE** registered with AlaFile, then their respective names will display as served electronically. In those instances, service copies are sent electronically to those persons by AlaFile. No further action is needed by the filer for service on these persons.

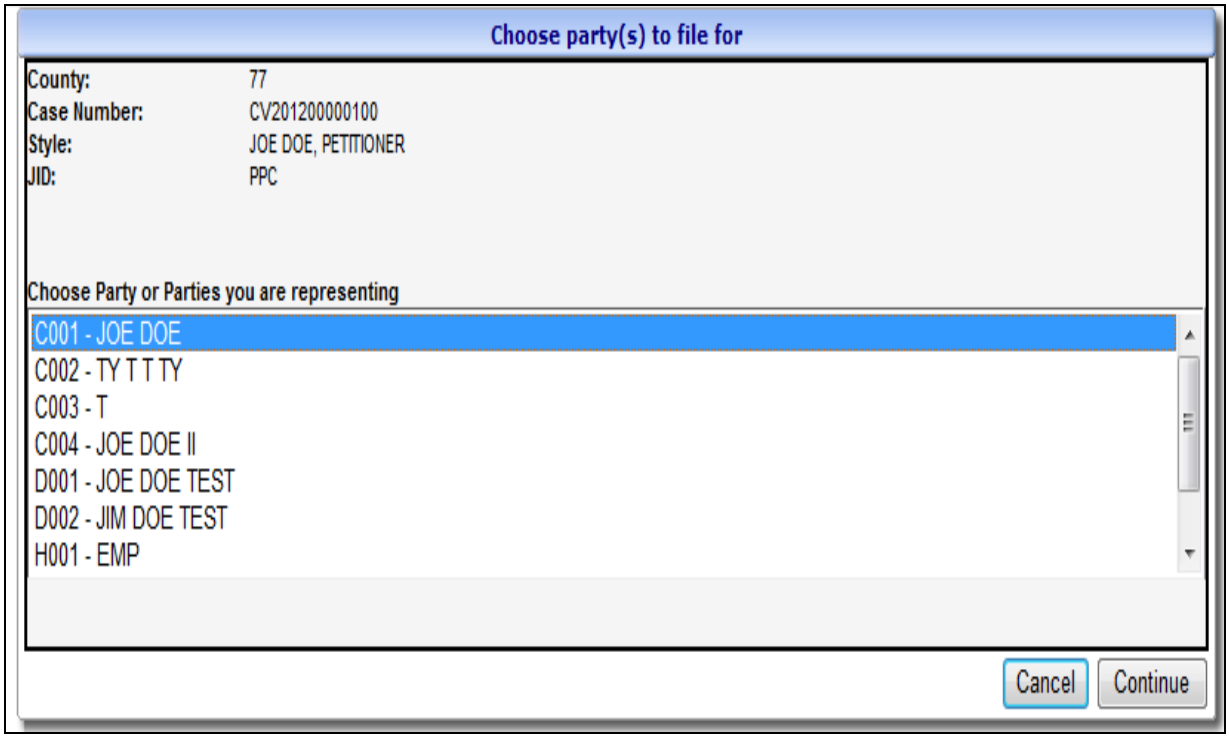
If the attorneys or parties **ARE NOT** registered with AlaFile, then their respective names will display as needing service by the filer via traditional methods. The filer will need to serve these parties via traditional service methods.

5. Verify the case information then click **Continue.**



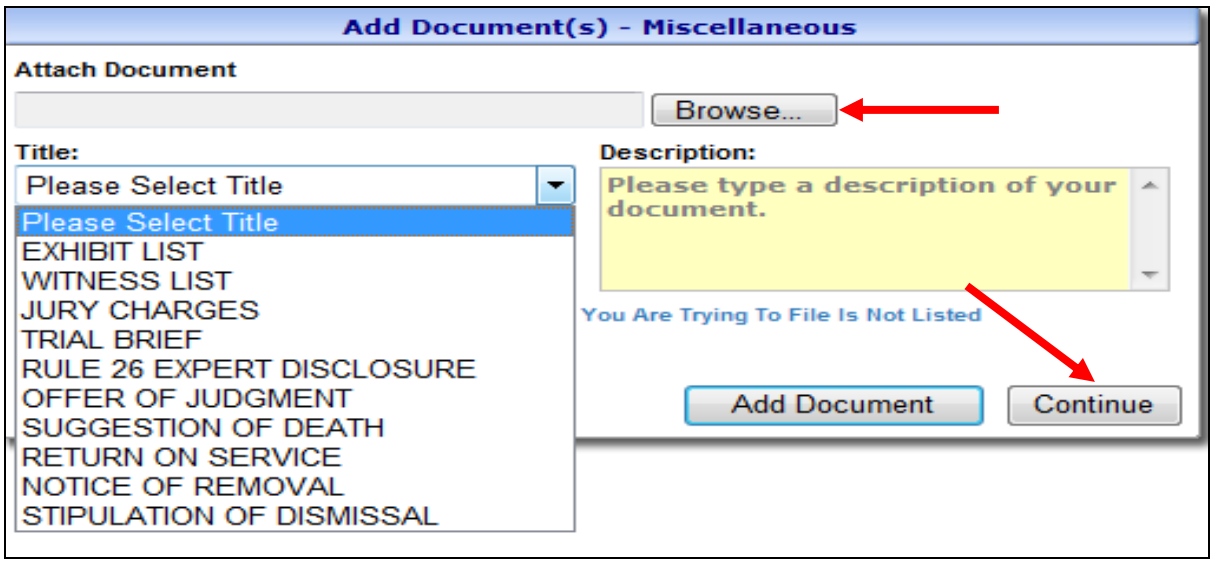
6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. Click **Continue.**



8. To locate your miscellaneous document, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**

NOTE: If the document type is not listed in the **Title Drop Down List**, please file the document traditionally. Mislabeling a document during the filing process can cause delays in processing the document.

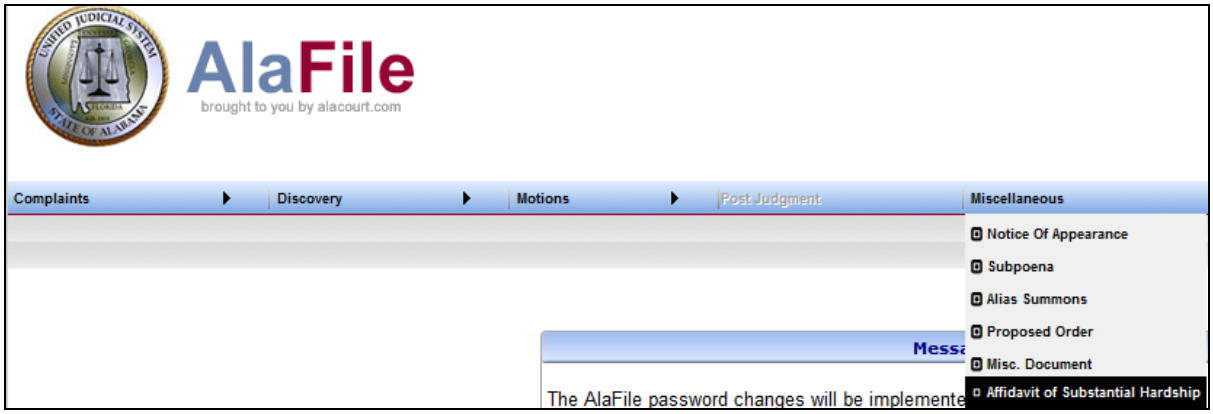


9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Miscellaneous.** Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

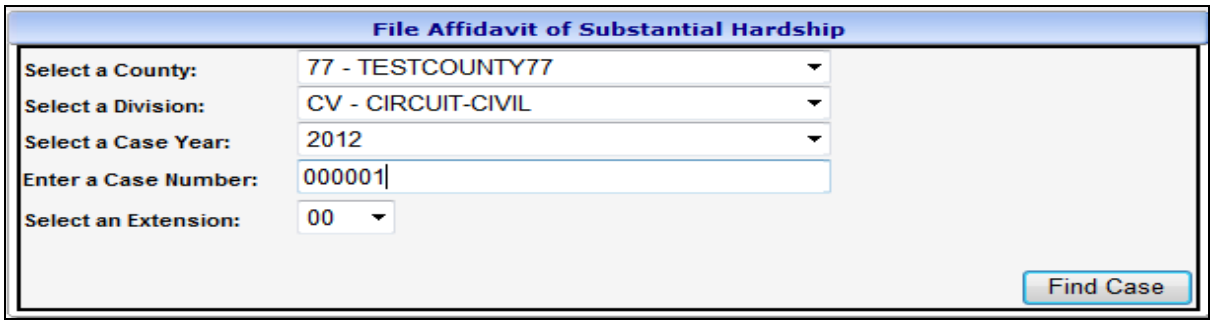
AFFADAVIT OF SUBSTANTIAL HARDSHIP

1. Hover your mouse over the **Miscellaneous** menu tab on the main navigation bar.
2. Hover your mouse over **Affidavit of Substantial Hardship** and single click.



3. Enter in the case details by selecting the county, division, year and case number.

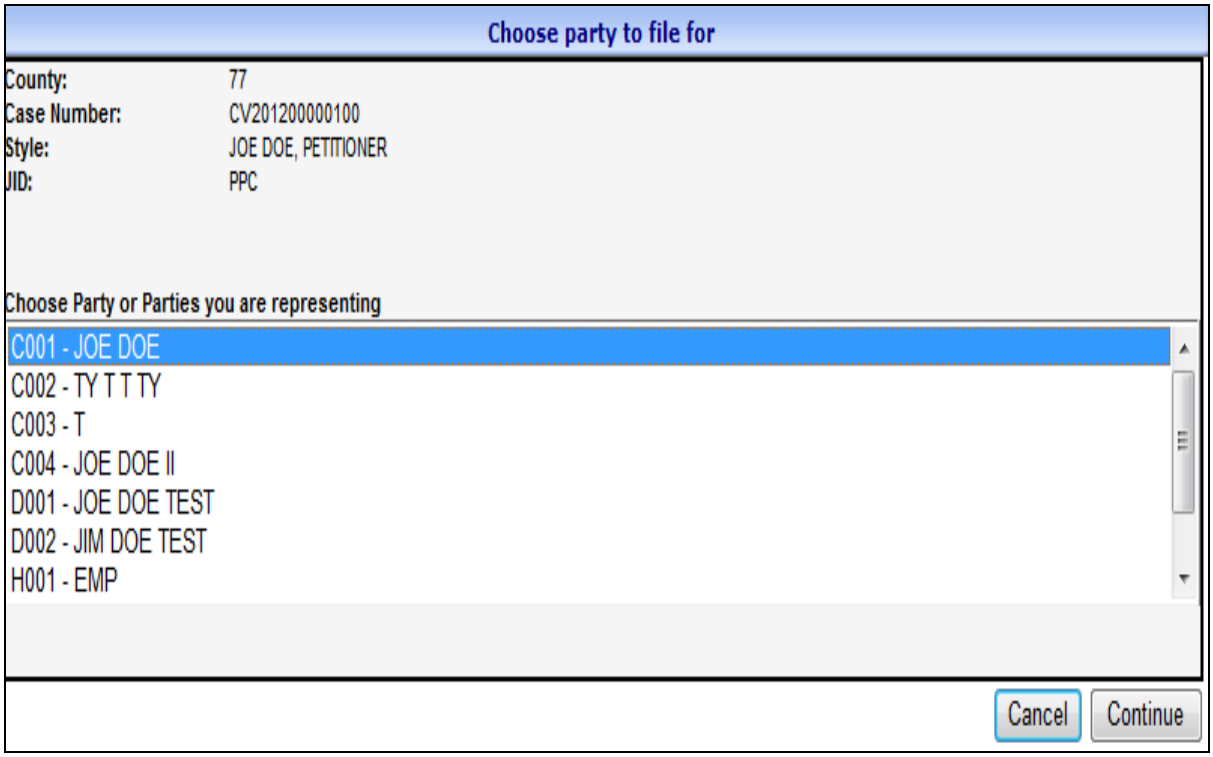
4. Click **Find Case.**



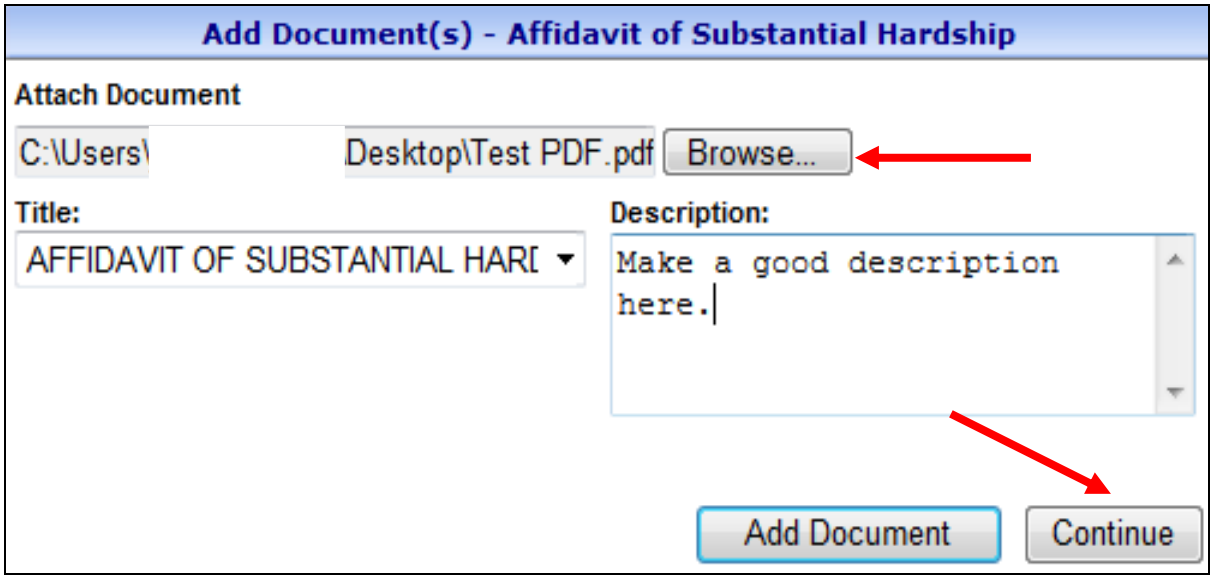
5. Review the case information screen. If the case data that appears on the screen is correct, click **Continue.**

6. Select the **Party** or **Parties** you are filing for. To select multiple parties, hold down the Control key while clicking on each party represented by the attorney.

7. Click **Continue.**



8. To locate your affidavit of substantial hardship, click **Browse**. After locating the document on your computer, attach the PDF Document, make a concise description and click **Continue.**



9. At the **Filing Detail** screen, you may attach additional documents by clicking **Add Documents** or file the document by clicking **File Affidavit.** Check and make sure everything is correct and that the correct document has been uploaded. If anything is incorrect, click the **red x** to the right of the document to delete the document before filing.

After the transaction is completed, a receipt will be generated. The **E-File Receipt** can be printed or saved by clicking **Print View** and then clicking **Print**.

MISCELLANEOUS

To e-file an Attorney Fee Declaration please visit the Office of Indigent Defense Services Website (OIDS) at http://oids.alabama.gov

CONTACT INFORMATION

Alabama Administrative Office of Courts Information Technology Support Helpdesk
1-866-954-9411 Option 1, then Option 4 or email itsupport@alacourt.gov

WEBSITE INFORMATION

AlaFile Website: https://alafile.alacourt.gov

E-Filing Information and Promotional Webpage: http://efile.alacourt.gov

The Administrative Office of Courts Webpage: http://www.alacourt.gov